



RELATIONAL SUPPLY (RSUPPLY)  
SUPPORT PROCEDURES  
USER'S MANUAL

FOURTH DRAFT

RSUPPLY

INVENTORY MANAGEMENT

CONTENTS:

VOLUME III: INVENTORY MANAGEMENT

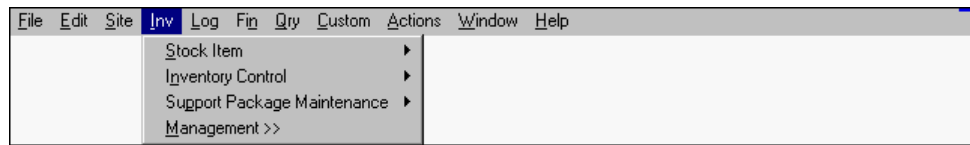


# RELATIONAL SUPPLY SUPPORT PROCEDURES USER'S MANUAL (RS-SPUM)

## VOLUME III: INVENTORY MANAGEMENT

### A. INTRODUCTION

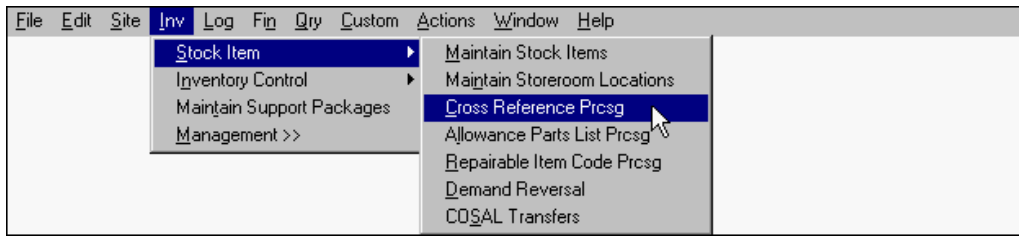
1. **Description.** The Inventory Management Subsystem of the Relational Supply System allows you to accomplish routine maintenance for inventory information. You accomplish this by establishing and maintaining inventory records and by executing inventory policies and reporting results. This subsystem includes the automated procedures that are necessary to accomplish all the following:
  - a. Ensure that the amount of stock material that is physically in the storeroom agrees with numerical data on stock records,
  - b. Verify that the data on allowance lists is accurate,
  - c. Assist in evaluating usage information correctly to anticipate material requirements,
  - d. Compare material requests to available funds,
  - e. Purge storerooms of stock that is in an unserviceable condition or that no longer applies to supported units or to installed equipment,
  - f. Develop sound review procedures to ensure that supply adjustments are timely and accurate.

*inv001.pcx*

2. **To Access the Inventory Subsystem.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the IT21 Unclassified Workstation Screen, select the NTCSS II Option (icon).
  - b. **Step 2.** On the NTCSS II Desktop Screen, select the RSupply Option that appears at the bottom of the Screen.
  - c. **Step 3.** On the Relational Supply Main Menu, select the Inventory (Inv) Option. The Inventory Submenu provides the following options:
    - (1) Stock Item,
    - (2) Inventory Control,
    - (3) Family Group Maintenance,
    - (4) Support Package Maintenance,
    - (5) Management.

# B

## B. STOCK ITEM OPTION



4thin01.pcx

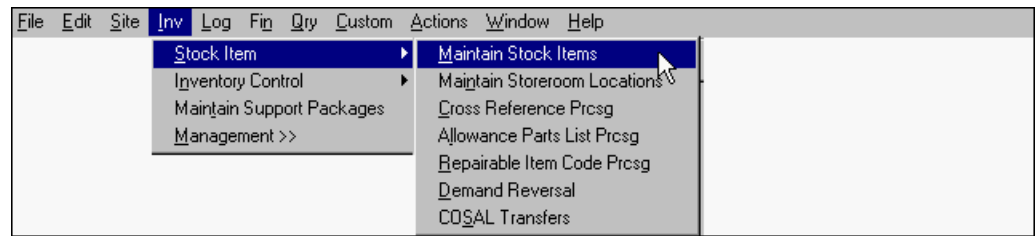
**1. General.** This option allows you to manage stock-item information. The functions available with this option are as follows:

- a. Stock item data maintenance,
- b. Storeroom location data maintenance,
- c. Cross-reference processing,
- d. Allowance-parts-list processing,
- e. Repairable-item-code processing,
- f. Demand reversal processing,
- g. Cosal transfers.

Descriptions of each of these functions appear in the following paragraphs. Also you will find accessing, processing, and completion procedures.

### 2. Maintain Stock Items Option.

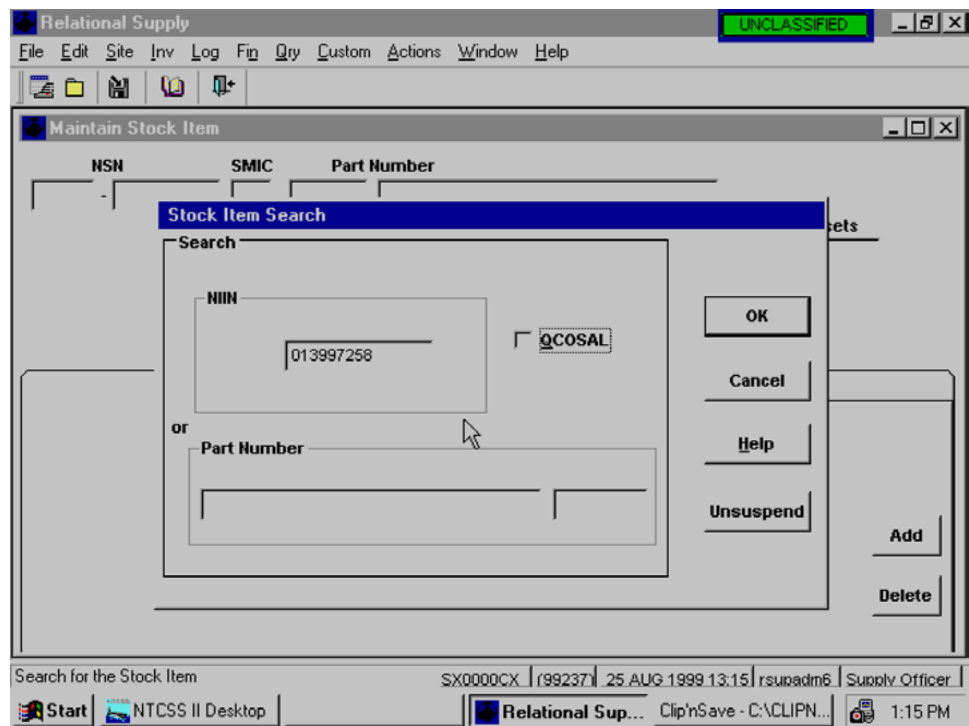
- a. **General.** This option allows you to manage stock-item information interactively. The application is very user friendly and versatile in that, it accomplishes a great deal of processing with minimal intervention from you. Wherever possible, it provides you with drop-down selections from the various tables to ensure accuracy of selection and minimize your personal intervention. It provides you with a means of adding, changing, or deleting specific information about each individual item and its attributes. This application also provides a more direct route for handling different aspects of an item. Examples are as follows: *APL processing, cross-reference processing, additional storeroom locations, and RIC processing* entries.



4thin02.pcx

**b. To Access the Maintain Stock Items Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
- (3) **Step 3.** On the Stock Item Submenu, select the Maintain Stock Items Option.



invb001.pcx

- (4) **Step 4.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to process to the appropriate data blocks of the Search Group Box.
- (5) **Step 5.** Select the Q-COSAL Option from the same group box, if appropriate.
- (6) **Step 6.** Select the OK Option to continue to the Maintain Stock Item Screen.

- (a) Select the Cancel Option if you wish to exit from this process.
- (b) Select the Help Option if you require assistance in processing procedures.
- (c) Select the Unsuspend Option if you wish to remove the suspension from an item.

**c. To Process a Stock Record.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** If there is a change to the NSN itself, select the Stock Number (Nbr) Change Option from the Icon Menu Bar that appears at the top of the screen.. This will enable the New NIIN Group Box.
- (2) **Step 2.** Enter the appropriate number in the NIIN Data Block of the New NIIN Group Box. (The new NIIN and appropriate SMIC will appear in the appropriate blocks of the Maintain Stock Item Screen.)
- (3) **Step 3.** If there is a change to the SMIC, select the SMIC Data Block and press the Backspace Key to delete the data. Then enter new data if appropriate.

RSupInv35.pcx

- (4) **Step 4.** Select the Management Common Option (tab) to enable it and then modify values in the following data blocks as necessary:

- (a) **Cog.** This option allows you to modify the cognizance symbol. Select the down arrow that appears to the right of the Cog Data Block and then the appropriate Cog from the list that appears.

**NOTE:** If there is no change to the NSN, ensure the Retain Old NIIN Option remains in a selected mode (the check-box should display a checkmark).

**NOTE:** MSI also allows you to initiate “stock number changed” processing (in other words, the stock number itself has changed). After entering the stock number, you want to change, select the Stock Nbr Chg Option (icon). This causes the system to modify the screen so that it includes a check box to indicate whether to retain or delete the old NIIN and enable the new NIIN.

- If checked, the system establishes a substitute relationship between the two NIINs with the new NIIN as the prime and the old NIIN as a substitute. The system also establishes a deleted/superseded relationship between the two NIINs with the new NIIN assigned as the superseding NIIN. This also applies when processing a transaction with a DI of NRE, NRF, NRP, or NRZ that failed validation in the batch change-notice process.

- If unchecked, the system sets the old NIIN as inactive and establishes a deleted/superseded relationship between the two NIINs with the new NIIN assigned as the superseding NIIN. This also applies when processing a transaction with a DI of NMA, NML, NRA, or NRD that failed validation in the batch change-notice process.

**NOTE:** MSI allows you to change allowances; that is add, delete, or modify (or all three) the allowances for an item. The availability of allowances that the system will assign to an item depends on the organization. After applying allowance changes, the system will compute RO and RP automatically. The RO may not exceed the total of all allowance quantities. The system generates the value of the RP; you cannot change it manually without allowance change processing. Allowances that are in MSI will be the same as those that appear as active on the Allowance/Loads Screen.

- (b) **MCC.** This option allows you to modify the material control code. Select the down arrow that appears to the right of the MCC Data Block and then the appropriate MCC from the list that appears.
- (c) **UI.** This option allows you to modify the unit of issue. Select the down arrow that appears to the right of the UI Data Block and then the appropriate UI from the list that appears.
- (d) **Nomenclature.** This option allows you to enter the correct name of the item. Press the Tab Key until the Nomenclature Data Block appears highlighted and then type in the appropriate name.
- (e) **UP.** This option allows you to modify the unit price. Press the Tab Key until the UP Data Block appears highlighted and then type in the appropriate unit price.
- (f) **NUP.** This option allows you to modify the net unit price. Press the Tab Key until the NUP Data Block appears highlighted and then type in the appropriate net unit price.
- (g) **Location.** This option allows you to modify the location. Select the down arrow that appears to the right of the Location Data Block and then the appropriate location from the list that appears.
- (h) **Total OH Qty.** This option allows you to modify the total on-hand quantity. Press the Tab Key until the Total OH Qty Data Block appears highlighted and then type in the appropriate number.
- (i) **Cube.** This option allows you to modify the value of the cube (total cubic feet). Press the Tab Key until the Cube Data Block appears highlighted and then type in the appropriate number.
- (j) **Weight.** This option allows you to modify the weight in pounds. Press the Tab Key until the Weight Data Block appears highlighted and then type in the appropriate number.
- (k) **Case Qty.** This option allows you to modify the item case quantity. Press the Tab Key until the Case Qty Data Block appears highlighted and then type in the appropriate number.
- (l) **ATC.** This option allows you to modify the value of the allowance type code. Press the Tab Key until the ATC Data Block appears highlighted and then type in the appropriate value.
- (m) **RO.** This option allows you to modify the value of the requisitioning objective. Press the Tab Key until the RO Data Block appears highlighted and then type in the appropriate number.

- (n) **RP.** This option allows you to modify the value of the reorder point. Press the Tab Key until the RP Data Block appears highlighted and then type in the appropriate number.
- (o) **Allowance.** This option allows you to modify the allowance quantity. Select the down arrow that appears to the right of the appropriate allowance data block and then the appropriate allowance from the list. Next, enter the appropriate quantity and select the Add Option to save this information to the database. (Select the Delete Option to exit from this process.)

RSupInv01.pcx

- (5) **Step 5.** Select the Management Data Option (tab) to enable it. Then, select one or more of the following options from the Codes Group Box and modify the data as necessary:
  - (a) **LMC.** This option allows you to modify the Local Management Code. Select the down arrow that appears to the right of the LMC Data Block and then the appropriate code from the list that appears.
  - (b) **TSC.** This option allows you to modify the Type of Storage Code. Select the down arrow that appears to the right of the TSC Data Block and then the appropriate code from the list that appears.

**NOTE:** Refer to the NAVSUP P-485 for definitions or additional information on both the common management codes and management data that appear on this screen.



- (c) **SLC.** This option allows you to modify the Shelf-life Code. Select the down arrow that appears to the right of the SLC Data Block and then the appropriate code from the list that appears.
- (d) **MIC.** This option allows you to modify the MIC. Press the Tab Key until the MIC Data Block appears highlighted and then type in the appropriate number.
- (e) **ERC.** This option allows you to modify the ERC. Press the Tab Key until the ERC Data Block appears highlighted and then type in the appropriate number.
- (f) **ARRC.** This option allows you to modify the Automatic Reorder Restriction Code. Select the down arrow that appears to the right of the ARRC Data Block and then the appropriate code from the list that appears.
- (g) **SLAC.** This option allows you to modify the Shelf-life Action Code. Select the down arrow that appears to the right of the SLAC Data Block and then the appropriate code from the list that appears.
- (h) **PMIC.** This option allows you to modify the Precious Metals Indicator Code. Select the down arrow that appears to the right of the PMIC Data Block and then the appropriate code from the list that appears.
- (i) **SMCC.** This option allows you to modify the Special Material Content Code. Select the down arrow that appears to the right of the SMCC Data Block and then the appropriate code from the list that appears.
- (j) **Demil.** This option allows you to modify the Demilitarization Code. Select the down arrow that appears to the right of the *Demil* Data Block and then the appropriate code from the list that appears.
- (k) **IRC.** This option allows you to modify the Issue Restriction Code. Select the down arrow that appears to the right of the IRC Data Block and then the appropriate code from the list that appears.
- (l) **RIP.** This option allows you to modify the Remain-in-place Code. Select the down arrow that appears to the right of the RIP Data Block and then the appropriate code from the list that appears.

(m) **CIIC.** This option allows you to modify the CIIC. Select the down arrow that appears to the right of the CIIC Data Block and then the appropriate code from the list that appears.

(6) **Step 6.** Select one or more of the following options from the Indicators Group Box and modify the data as necessary:

(a) **FILL.** This option allows you to enable the Fleet Issue Load List Indicator. Press the Tab Key until the FILL Option appears highlighted and then select it. A check mark will appear in the check box to indicate that this is a fleet-issue-load-list item.

(b) **No Drop.** This option allows you to enable the No Drop Indicator. Press the Tab Key until the No Drop Option appears highlighted and then select it. A check mark will appear in the check box to indicate that the system may not delete this line item, regardless of stock condition, allowance type code, or both.

(c) **Limit.** This option allows you to enable the Limit Flag. Press the Tab Key until the Limit Option appears highlighted and then select it. A check mark will appear in the check box to indicate that the system may not use levels-processing to recompute values for this item, regardless of the presence or absence of demand.

(d) **Round Ind.** This option allows you to round the requisition quantity to the nearest case quantity.

(e) **PEB.** This option allows you to enable the PEB Indicator. Press the Tab Key until the PEB Option appears highlighted and then select it. A check mark will appear in the check box to indicate that the item is pre-expended bin material (maintenance-related item with a unit cost of \$50.00 or less and high usage).

(f) **SEAMART.** This option allows you to enable the SEAMART Indicator. Press the Tab Key until the SEAMART Option appears highlighted and then select it. A check mark will appear in the check box to indicate that the item is available from SEAMART.

(g) **MSP.** This option allows you to modify the Maintenance Support Package Indicator. Press the Tab Key until the MSP Data Block appears highlighted and then type in the letter Y for yes (or N for no) if the item in question is part of a maintenance support package.

(h) **DIE.** This option allows you to determine the Date Item Established. The value in this data block identifies the date on which you established the item in question in the database.

**NOTE:** To select other maintain-stock-item (MSI) actions without returning to the main menu, select the Other Actions Option to transfer processing to another function using the same NIIN.

- (7) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.
- (8) **Step 8.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

### 3. Unit of Issue Conversion Factor Option.

- a. **General.** This function allows you to enter a unit-of-issue conversion factor.
- b. **To Access the U/I Conversion Factor Option.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
  - (3) **Step 3.** On the Stock Item Submenu, select the Maintain Stock Items Option.
  - (4) **Step 4.** On the Maintain Stock Items Screen, enter the conversion factor that you wish to use for this process.
  - (5) **Step 5.** Select the Preview Option to view the changes when you convert a unit of issue.
  - (6) **Step 6.** Select the OK Option to complete this process.

- c. **Unit-of-issue Table.** This table identifies the factor by which you need to multiply a quantity to convert it to a new unit of issue. It also provides the numerical multiplier you will use in connection with the prescribed decimal factor.

UNIT OF ISSUE CONVERSION TABLE			
Old Unit of Issue	New Unit of Issue	Conversion Decimal Locator & Factor	Multiply by
Barrel <sup>1</sup>	Cubic Foot	34212	4.212
Barrel <sup>1</sup>	Gallon	10315	31.5
Barrel <sup>2</sup>	Gallon	00042	42.
Barrel <sup>1</sup>	Liter	11192	119.2
Barrel <sup>1</sup>	Pint	00252	252.
Barrel <sup>1</sup>	Quart	00126	126.
Board Foot	Cubic Foot	40833	.0833
Board Foot	Cubic Yard	40031	.0031
Bushel	Cubic Foot	31244	1.244
Centigram	Ounce	40004	.0004
Centimeter	Foot	40328	.0328
Centimeter	Yard	40109	.0109
Chain	Foot	00066	.0066
Coil(100 FT)	Foot	00100	100.
Coil(250 FT)	Foot	00250	250.
Coil(500 FT)	Foot	00500	500.
Coil(750 FT)	Foot	00750	750.
Coil(1000 FT)	Foot	01000	1000.
Cord	Board Foot	01536	1536.
Cord	Cubic Foot	00128	128.
Cord	Cubic Yard	34741	4.741
Cubic Centimeter	Board Foot	40004	.0004
Cubic Foot	Barrel <sup>1</sup>	42374	.2374.
Cubic Foot	Board Foot	00012	12.
Cubic Foot	Cubic Yard	40370	.0370
Cubic Foot	Gallon	37481	7.481
Cubic Foot	Liter	22832	28.32
Cubic Foot	Pint	25984	59.84
Cubic Foot	Quart	22992	29.92
Cubic Inch	Board Foot	40069	.0069
Cubic Inch	Cubic Foot	40006	.0006
Cubic Inch	Gallon	40043	.0043
Cubic Meter	Board Foot	14238	423.8
Cubic Meter	Cubic Foot	23531	35.31
Cubic Meter	Cubic Yard	31308	1.308
Cubic Meter	Gallon	12642	264.2

tbl3\_1a

## UNIT OF ISSUE CONVERSION TABLE (Con't)

<u>Old Unit of Issue</u>	<u>New Unit of Issue</u>	<u>Conversion Decimal Locator &amp; Factor</u>	<u>Multiply by</u>
Cubic Yard	Cubic Foot	00027	27.
Cubic Yard	Gallon	00202	202.
Cubic Yard	Liter	17645	764.5
Cubic Yard	Board Foot	00324	324.
Decagram	Ounce	43527	.3527
Decagram	Pound	30022	.012
Decigram	Ounce	40035	.0035
Deciliter	Barrel <sup>1</sup>	40008	.0008
Deciliter	Cubic Foot	40035	.0035
Deciliter	Gallon	40264	.0264
Deciliter	Pint	42113	.2113
Deciliter	Quart	41057	.1057
Deciliter	Liter	10001	.1
Decimeter	Foot	43281	.3281
Decimeter	Yard	41094	.1094
Dozen	Each	00012	12.
Dozen	Gross	40833	.0833
Dozen	Hundred	20012	.12
Dozen	Pair	00006	6.
Dozen	Thousand	30012	.012
Dram	Ounce	40625	.0625
Each	Dozen	40833	.0833
Each	Gross	40069	.00695
Each	Hundred	20001	.01
Each	Package (3)	43333	.3333
Each	Package (4)	20025	.25
Each	Package (5)	10002	.2
Each	Package (10)	10001	.1
Each	Package (20)	20005	.05
Each	Package (25)	20004	.04
Each	Package (50)	20002	.02
Each	Package (200)	30005	.005
Each	Package (500)	30002	.002
Each	Package (1000)	30001	.001
Each	Pair	10005	.5
Each	Thousand	30001	.001
Fifteen	Dozen	20125	1.25
Fifteen	Hundred	20015	.15
Fifteen	Pair	10075	7.5
Fifteen	Thousand	30015	.015
Fifty	Dozen	34167	4.167

tbl3\_1b

**UNIT OF ISSUE CONVERSION TABLE (Con't)**

<u>Old Unit of Issue</u>	<u>New Unit of Issue</u>	<u>Conversion Decimal Locator &amp; Factor</u>	<u>Multiply by</u>
Fifty	Each	00050	50.
Fifty	Gross	43472	.3472
Fifty	Hundred	10005	.5
Fifty	Pair	00025	25.
Fifty	Thousand	20005	.05
Five	Dozen	44167	.4167
Five	Hundred	20005	.05
Five	Thousand	30005	.005
Five Hundred	Dozen	24167	41-67
Five Hundred	Gross	33472	3.472
Five Hundred	Hundred	00005	5.
Five Hundred	Pair	00250	250.
Five Hundred	Thousand	10005	5
Five Thousand	Dozen	14167	416.7
Five Thousand	Gross	23472	34.72
Five Thousand	Hundred	00050	50.
Five Thousand	Pair	02500	2500.
Five Thousand	Thousand	00005	5.
Foot	Coil (100 Ft)	20001	.01
Foot	Coil (250 Ft)	30004	.004
Foot	Coil (500 Ft)	30002	.002
Foot	Coil (750 Ft)	40013	.0013
Foot	Coil (1000 Ft)	30001	.001
Foot	Inch	00012	12.
Foot	Reel (100 Ft)	20001	.01
Foot	Reel (250 Ft)	30004	.004
Foot	Reel (500 Ft)	30002	.002
Foot	Reel (700 Ft)	4.0013	.0013
Foot	Reel (1000 Ft)	30001	.001
Foot	Yard	43333	.3333
Four	Dozen	43333	.3333
Four	Gross	40278	.0278
Four	Hundred	20004	.04
Four	Pair	00002	2.
Four	Thousand	30004	.004
Gallon	Barrel <sup>1</sup>	40317	.0317
Gallon	Barrel <sup>2</sup>	40238	.0238
Gallon	Cubic Foot	41337	.1337
Gallon	Liter	33785	3.785
Gallon	Pint	00008	8.
Gallon	Quart	00004	4.
Gallon Imperial	Barrel <sup>1</sup>	40381	.0381
Gallon Imperial	Cubic Foot	41605	.1605

tbl3\_1c

UNIT OF ISSUE CONVERSION TABLE (Con't)

<u>Old Unit of Issue</u>	<u>New Unit of Issue</u>	<u>Conversion Decimal Locator &amp; Factor</u>	<u>Multiply by</u>
Gallon Imperial	Gallon	31201	1.201
Gallon Imperial	Liter	34546	4.546
Gallon Imperial	Pint	39608	9.608
Gallon Imperial	Quart	34804	4.804
Gill	Barrel <sup>1</sup>	30001	.001
Gill	Cubic Foot	40042	.0042
Gill	Gallon	40312	.0312
Gill	Liter	41183	.1183
Gill	Pint	30125	.125
Gill	Quart	20025	.25
Grain	Ounce	40023	.0023
Grain	Pound	40001	.0001
Gram	Ounce	40353	.0353
Gram	Pound	40022	.0022
Great Gross	Dozen	00144	144.
Great Gross	Each	01728	1728.
Great Gross	Gross	00012	12.
Great Gross	Hundred	21728	17.28
Great Gross	Pair	00864	864.
Great Gross	Thousand	.31728	1.728
Gross	Dozen	00012	12.
Gross	Each	00144	144.
Gross	Hundred	20144	1.44
Gross	Pair	00072	72.
Half-dozen	Dozen	10005	.5
Half-dozen	Gross	40417	.0417
Half-dozen	Hundred	20006	.06
Half-dozen	Pair	00003	3.
Half-dozen	Thousand	30006	.006
Half-gross	Dozen	00006	6.
Half-gross	Each	00072	72.
Half-gross	Gross	10005	.5
Half-gross	Hundred	20072	.72
Half-gross	Pair	00036	36.
Half-gross	Thousand	30072	.072
Half-pound	Ounce	00008	8.
Half-pound	Pound	10005	.5
Half-pound	Ton	04000	4000.
Hogshead	Barrel <sup>1</sup>	00002	2.
Hogshead	Cubic Foot	38413	8.413
Hogshead	Gallon	00063	63.

tbl3\_1d

**UNIT OF ISSUE CONVERSION TABLE (Con't)**

<u>Old Unit of Issue</u>	<u>New Unit of Issue</u>	<u>Conversion Decimal Locator &amp; Factor</u>	<u>Multiply by</u>
Hogshead	Liter	12385	238.5
Hogshead	Pint	00504	504.
Hogshead	Quart	00262	252.
Hundred	Dozen	38333	8.333
Hundred	Gross	46944	.6944
Hundred	Pair	00050	50.
Hundred	Thousand	10001	.1
Hundred Feet	Yard	23333	33.33
Hundred Pounds	Pounds	00100	100.
Hundred Pounds	Ton	20005	.05
Hundred Square Feet	Square Foot	00100	100.
Hundred Square Feet	Square Yard	21111	11.11
Hundred Weight	Pound	00100	100.
Hundred Weight	Ton	20005	.05
Hundred Yards	Foot	00300	300.
Hundred Yards	Yard	00100	100.
Inch	Foot	40833	.0833
Inch	Yard	40278	.0278
Kilogram	Ounce	23527	35-27
Kilogram	Pound	32205	2.205
Kilogram	Ton		.0011
Kilometer	Foot	03281	3281.
Kilometer	Yard	01094	1094.
Linear Foot	Foot	00001	1.
Linear Foot	Yard	43333	.3333
Linear Yard	Foot	00003	.3
Linear Yard	Yard	00001	1.
Link	Foot	20066	.66
Liter	Barrel 1	40084	.0084
Liter	Cubic Foot	40353	.0353
Liter	Gallon	42642	2642
Liter	Pint (liq)	32113	2.113
Liter	Quart (liq)	31057	1.057
Long Ton	Pound	02240	2240.
Long Ton	Ton	20112	1.12
Meter	Foot	33281	3.281
Meter	Yard	31094	1.094
Mile	Foot	05280	5280.
Mile	Yard	01760	1760.
Milligram	Ounce	40545	.0545
Milliliter	Gallon	40003	.0003
Milliliter	Liter	30001	.001

tbl3\_1e



## UNIT OF ISSUE CONVERSION TABLE (Con't)

<u>Old Unit of Issue</u>	<u>New Unit of Issue</u>	<u>Conversion Decimal Locator &amp; Factor</u>	<u>Multiply by</u>
Milliliter	Pint	40021	.0021
Milliliter	Quart	40011	.0011
Millimeter	Foot	40033	.0033
Millimeter	Yard	40011	.0011
Net Ton	Pound	02000	2000.
Net Ton	Ton	00001	1.
Ounce	Pound	40625	.0625
Ounce	Troy Ounce	49115	.9155
Pair	Dozen	41666	.1666
Pair	Gross	40139	.0139
Pair	Hundred	20002	.02
Pair	Thousand	30002	.002
Peck	Cubic Foot	43111	.3111
Peck	Quart	00008	8.
Pint	Barrel <sup>1</sup>	30004	.004
Pint	Cubic Foot	40167	.0167
Pint	Gallon	30125	.125
Pint	Liter	44372	.4372
Pint	Quart	10005	.5
Pound	Ounce	00016	16.
Pound	Ton	40005	.0005
Quart	Barrel <sup>1</sup>	40079	.0079
Quart	Cubic Foot	40334	.0034
Quart	Gallon	20025	.25
Quart	Liter	49463	.9463
Quart	Pint	00002	2.
Quart Imperial	Barrel <sup>1</sup>	40095	.0095
Quart imperial	Cubic Foot	40401	.0401
Quart Imperial	Gallon	43002	.3002
Quart Imperial	Liter	31137	1.137
Quart Imperial	Pint	32402	2.402
Quart Imperial	Quart	31201	1.201
Quire	Ream	20005	.05
Reel (100 Ft)	Foot	00100	100.
Reel (250 Ft)	Foot	00250	250.
Reel (500 Ft)	Foot	00500	500.
Reel (750 Ft)	Foot	00750	750.
Reel (1000 Ft)	Foot	01000	1000.
Rod	Foot	10165	16.5
Rod	Yard	10055	5.5
Short Ton (see ton)			
Square Foot	Square Yard	41111	.1111
Square Inch	Square Foot	40069	.0069

tbl3\_1f

UNIT OF ISSUE CONVERSION TABLE (Con't)

Old Unit of Issue	New Unit of Issue	Conversion Decimal Locator & Factor	Multiply by
Square Yard	Square Foot	00009	9.
Ten	Dozen	48333	.8333
Ten	Gross	40694	.0694
Ten	Hundred	10001	.1
Ten	Pair	00005	5.
Ten	Thousand	20001	.01
Ten Barrels	Barrel <sup>1</sup>	00010	10.
Thousand	Dozen	28333	83.33
Thousand	Each	01000	1000.
Thousand	Gross	36944	6.944
Thousand	Hundred	00100	10.
Thousand	Pair	00500	500.
Thousand Feet	Foot	01000	1000.
Thousand Feet	Yard	13333	333.3
Ton	Pound	02000	2000.
Troy Ounce	Pound	40686	.0686
Troy Ounce	Ounce	31097	1.097
Twenty	Dozen	31667	1.667
Twenty	Gross	41380	.1380
Twenty	Hundred	10002	.2
Twenty	Pair	00010	10.
Twenty	Thousand	20002	.02
Twenty Five	Dozen	32083	2.083
Twenty Five	Gross	41736	.1736
Twenty Five	Hundred	20025	.25
Twenty Five	Pair	10125	12.5
Twenty Five	Thousand	30025	.025
Two Hundred Fifty	Dozen	22083	20.83
Two Hundred Fifty	Gross	31737	1.737
Two Hundred Fifty	Hundred	10025	2.5
Two Hundred Fifty	Pair	00125	125.
Two Hundred Fifty	Thousand	20025	.25
Wine Gallon (see gallon)			
Yard	Foot	00003	3.

<sup>1</sup> Standard, 31.5 U.S. gallon barrel

<sup>2</sup> Bulk Petroleum, 42 U.S. gallon barrel

**NOTE:** MSI allows you to process both allowance and change-notice information, which may result from interactive, batch, or **suspended processing**. This includes items that you received for batch processing, which the system was unable to process for various reasons.

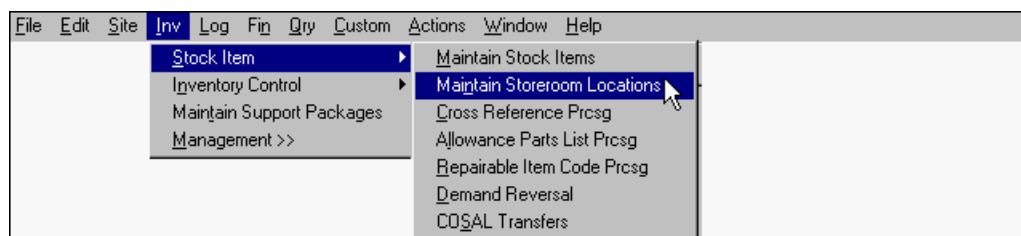
**NOTE:** MSI also provides you with the capability to **delete records** from stock-item and other associated tables by selecting the Delete Option (icon). This icon will not appear on the Icon Tool Bar with any of the following conditions each of which prevents you from deleting a record:

- Total on-hand quantity greater than zero,
- Not ready for issue (NRFI) quantity greater than zero,
- No drop indicator is set,
- Item is under inventory,
- Item has stock or DTO due quantities,
- Item has issues pending,
- Item is in a support package.

tbl3\_1g

#### 4. Maintain Storeroom Locations Option.

- General.** This option allows you to change storeroom locations or to add or delete them from the database. You may add a storeroom location at any time, but you may not add or alter an on-hand quantity using this process. There can be only one primary location. You may not delete a storeroom location that has an on-hand quantity on file.

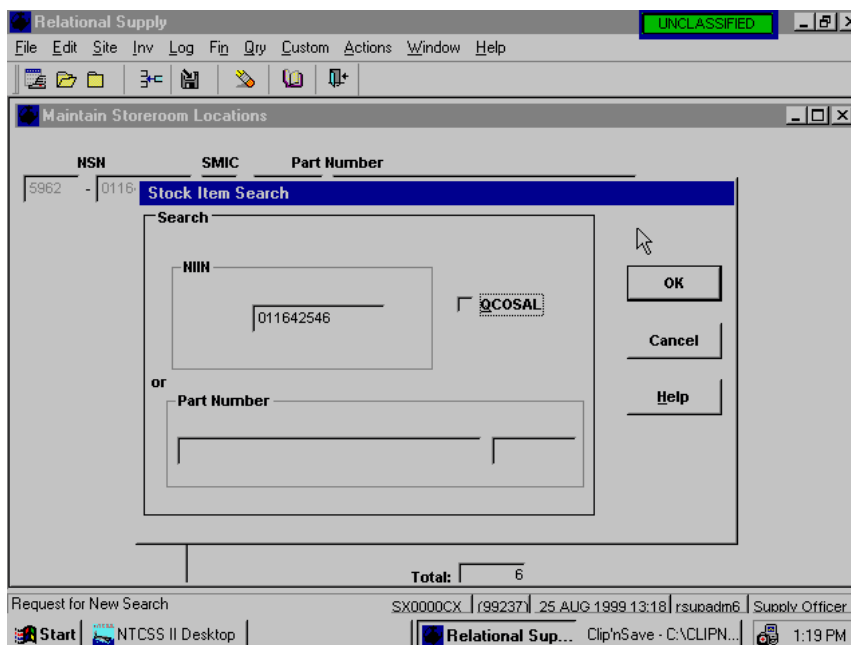


4thin03.pcx

**b. To Access the Maintain Storeroom Locations Option.** The step-by-step procedures for this process are as follows:

- (1) **General.** The Maintain Storeroom Locations Option allows you to add, change, or delete storeroom locations for valid stock items. Stock-item and storeroom-location information is COSAL dependent. User access determines whether the system makes COSAL information available. If you do not have authorization, you will not be able to access location information for a specific COSAL (for example; MAMs).
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (b) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
  - (3) **Step 3.** On the Stock Item Submenu, select the Maintain Storeroom Locations Option.

**NOTE:** You can change the value in the Quantity Data Block if there are two or more locations. However, the combined quantities of all locations must equal the total on-hand quantity.



invb008.pcx

(d) **Step 4.** On the Stock Item Search Screen, enter the NSN or part number of the item that you wish to process.

(e) **Step 5.** Select the Q-COSAL Option if applicable and then the OK Option or press the Enter Key to continue.

**NOTE:** You can only set a secondary location after you designate the primary location.

(3) **Business Rules.** For this area, rules are as follows:

- (a) Do not delete a location if the quantity in it is greater than zero,
- (b) Do not make location changes for an item that is under inventory,
- (c) Ensure each stock item has a designated prime location,
- (d) Do not make location changes for an item that is in an offload condition,
- (e) Do not alter the total on-hand quantity, rather revise quantities in individual locations,
- (f) Designate only one location as primary.

Location	Precedence	Qty
C104G1	PRIMARY	6
2904G1	SECONDARY	0

Total: 6

invb007.pcx

c. **To Change Location Information.** The step-by-step procedures for this process are as follows:

**NOTE:** If there is a quantity in the location, move it to another location before you delete the location.

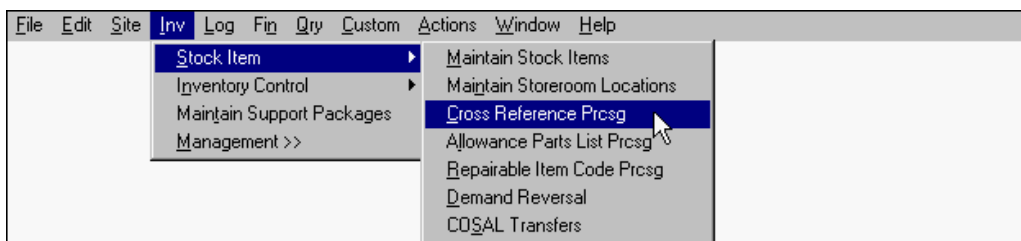
- (1) **Step 1.** On the Maintain Storeroom Location Screen, select the down arrow that appears to the right of the Precedence Data Block and then select the appropriate option. This allows you to designate whether this is the primary or secondary item.
  - (2) **Step 2.** Then, enter the appropriate value to the Quantity Data Block.
  - (3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.
  - (4) **Step 4.** Select the Close Screen Option to exit from this process.
- d. **To Add a Location.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** Select the Insert Option from the Icon Menu Bar that appears at the top of the screen.
  - (2) **Step 2.** Enter the digits that correspond to the location that you wish to add.
  - (3) **Step 3.** Select the down arrow that appears to the right of the Precedence Data Block and then the appropriate option from the list that appears. This allows you to designate whether this is the primary or secondary item.
  - (4) **Step 4.** Then, enter the appropriate value to the OH Qty. Data Block.
  - (5) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.
  - (6) **Step 6.** Select the Close Screen Option to exit from this process.
- e. **To Delete a Location.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** On the Maintain Storeroom Location Screen, select the record that you wish to process and ensure it appears highlighted.
  - (2) **Step 2.** Select the Delete Option from the Icon Menu Bar that appears at the top of the screen.
  - (3) **Step 3.** Then select the Yes Option from the dialog box that appears.

- (4) **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (5) **Step 5.** Select the Close Screen Option to exit from this process.

## 5. Cross Reference Processing Option.

**a. General.** This option allows you to accomplish the following:

- (1) Establish a relationship between a part number and a stock number (NSN), NICN, or LICN.
- (2) Establish a relationship between two stock numbers.
- (3) Establish or delete a relationship between a part number and NSN, NICN, or LICN.
- (4) Establish or delete relationships between a prime NIIN and an item with a substitute or interchangeable designation.
- (5) Re-enter the transactions with a DI of NCH, NCJ, or NRY that failed validation in batch change-notice processing. The system writes each transaction that you processed by this function to the Cumulative Transaction Ledger (CTL).

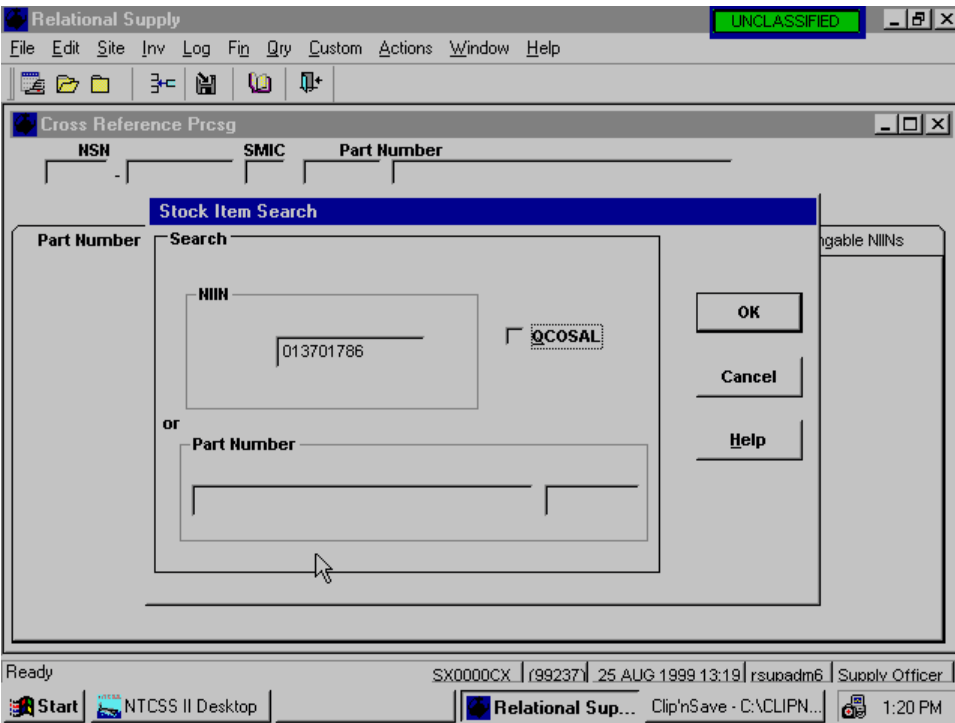


4thin04.pcx

**b. Business Rules.** For this area, the business rules are as follows:

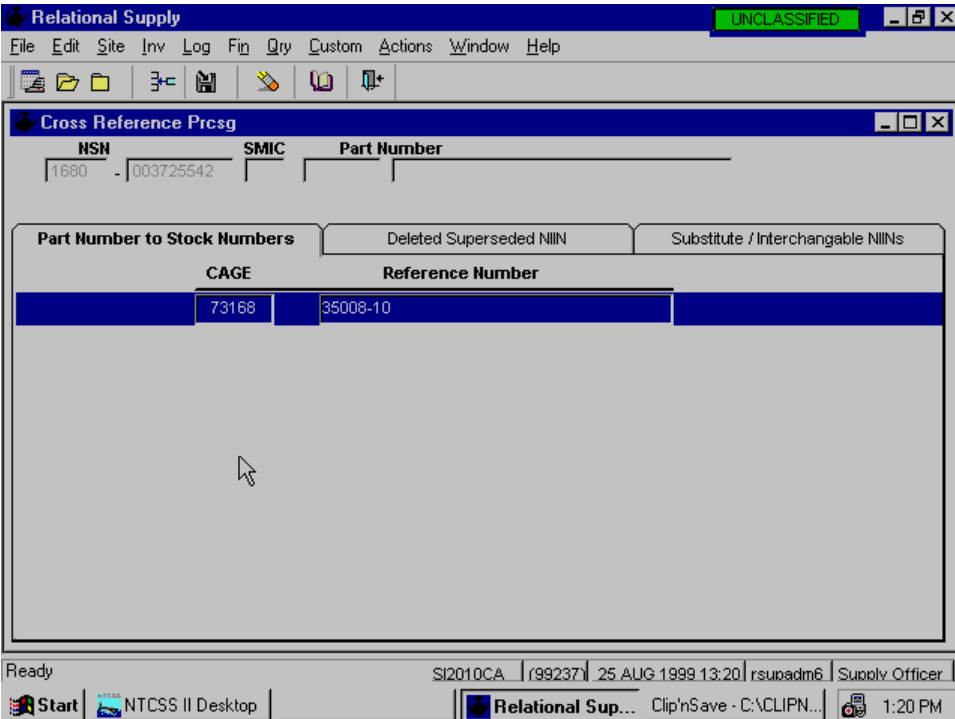
- (1) To establish a part number to NIIN relationship, the part number must be present in the Part Number Table and the NIIN must appear as active in the Item Table.
- (2) You can only add or delete a part number to NIIN relationship.
- (3) The substitute or interchangeable NIIN must be present in the Stock Item Table and appear as active in the Item Table.
- (4) You cannot delete the last part number for a locally assigned part number.

- (5) You cannot establish a substitute relationship between a DLR NIIN and a nonDLR NIIN.
  - (6) A part number may not cross-reference to more than one NIIN.
  - (7) When establishing a deleted or superseded NIIN relationship, the superseded NIIN must be in the Stock Item Table and appear as inactive and not already have a superseding NIIN. You must create a deleted or superseded NIIN relationship for an active NIIN using the following options in turn: Inventory, Stock Item, Maintain Stock Items, and Stock Number Change.
  - (8) When establishing a substitute relationship between two Q-COSAL NIINs, you must identify the APL.
  - (9) When establishing a record with an ATC of 6, 7, or 8 record as a substitute or interchangeable item, change the ATC to 9.
  - (10) When deleting the last substitute or interchangeable relationship for an item with an ATC of 9, change the ATC to 6 or 7.
- c. **To Access the Cross Reference Processing Option.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
  - (3) **Step 3.** On the Stock Item Submenu, select the Cross Reference Processing (Prmsg) Option.



invb009.pcx

- (4) **Step 4.** On the Stock Item Search Screen, enter the NSN or part number of the item that you wish to process.
- (5) **Step 5.** Select the Q-COSAL Option if applicable and then the OK Option to continue.



invb010.pcx



d. **To Add a Part Number to Stock Number Relationship.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** Ensure the Part Number to Stock Number Option (tab) appears enabled or select it to begin processing.
- (2) **Step 2.** Then, select the Insert Option from the Icon Menu Bar that appears at the top of the screen. This allows you to add a relationship between the NSN that appears on the screen and a particular part number.
- (3) **Step 3.** Enter the CAGE and reference number that you wish to link to the NSN above it.
- (4) **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (5) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

The screenshot shows the 'Relational Supply' application window. Inside, the 'Cross Reference Prcsg' sub-window is active. It has a menu bar with 'File', 'Edit', 'Site', 'Inv', 'Log', 'Fin', 'Qry', 'Custom', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the sub-window contains a form with fields for 'NSN' (containing '6150'), 'SMIC' (containing '014295881'), and 'Part Number'. Below these fields are three tabs: 'Part Number to Stock Numbers', 'Deleted Superseded NIIN', and 'Substitute / Interchangeable NIINs'. The 'Deleted Superseded NIIN' tab is selected, showing a table with the following data:

Superseded NIIN ( Old )	Superseding NIIN (New )	Date of Last Action
LLZ99E792	014295881	15 JAN 1999

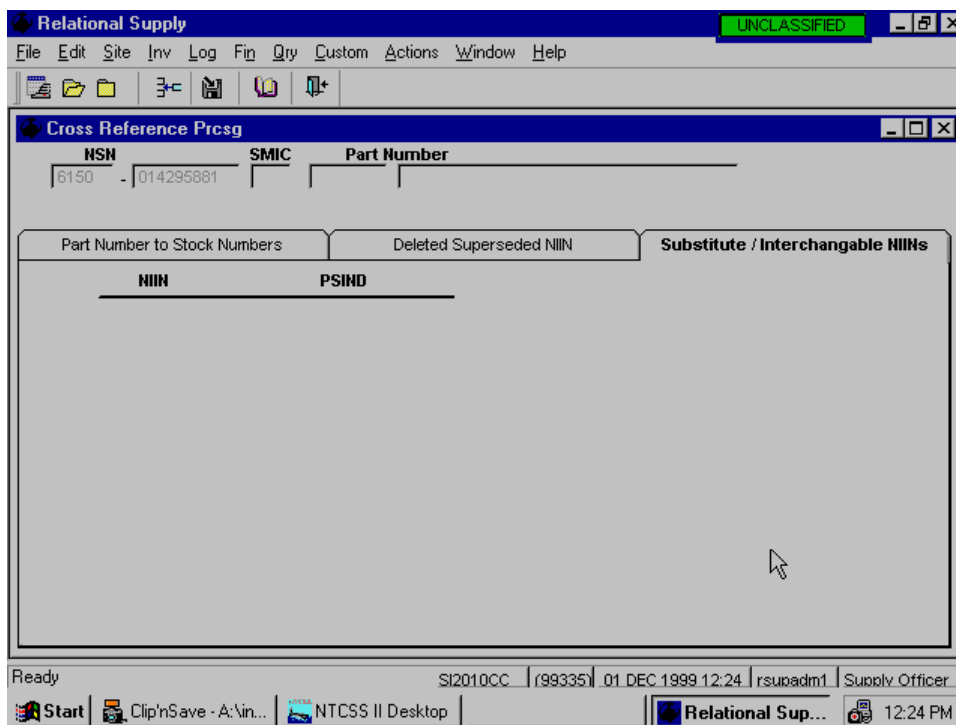
The Windows taskbar at the bottom shows the system is 'Ready', the date is '01 DEC 1999', and the time is '12:23 PM'. The user is logged in as 'rsupadm1' with the role of 'Supply Officer'.

inv001.pcx

e. **To Add a Deleted or Superseded NIIN Relationship.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** Ensure the Deleted Superseded NIIN Option (tab) appears enabled or select it to begin processing.

- (2) **Step 2.** Then, select the Insert Option from the Icon Menu Bar that appears at the top of the screen. This allows you to add a deleted or superseded relationship between two NIINs.
- (3) **Step 3.** Enter the NIIN that replaces the old NIIN.
- (4) **Step 4.** Enter the NIIN of the item superseded (old NIIN).
- (5) **Step 5.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (6) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.



*invn002.pcx*

**f. To Add a Substitute or Interchangeable Relationship.** The step-by-step procedures for this process are as follows:

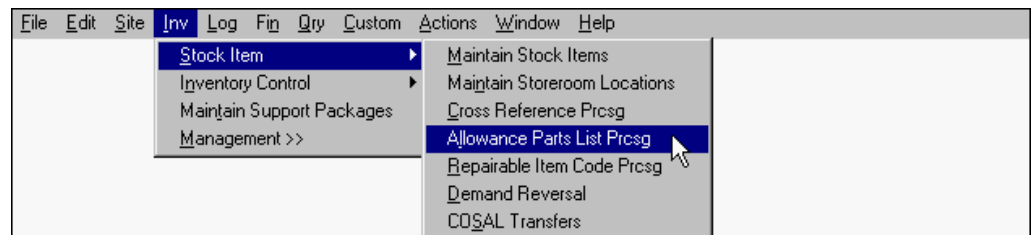
- (1) **Step 1.** Ensure the Substitute or Interchangeable NIINs Option (tab) appears enabled or select it to begin processing.
- (2) **Step 2.** Then, select the Insert Option from the Icon Menu Bar that appears at the top of the screen. This allows you to add a substitute or interchangeable relationship between two NIINs.
- (3) **Step 3.** Enter the NIIN for which you wish to establish a relationship.

**NOTE:** Remember that the stock number you enter must already exist in the RSupply database.

- (4) **Step 4.** Enter the appropriate value in the PSIND Data Block for the item (P for primary, S for substitute, or I for interchangeable).
  - (5) **Step 5.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (6) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- g. To Delete a Substitute or Interchangeable Relationship.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** Ensure the Substitute or Interchangeable NIINs Option appears enabled or select it to begin processing.
  - (2) **Step 2.** Then, select the Delete Option from the Icon Menu Bar that appears at the top of the screen. This allows you to remove a substitute or interchangeable relationship between the two NIINs.
  - (3) **Step 3.** Select the Yes Option in the dialog box that appears to delete the relationship.
  - (4) **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (5) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

## 7. Allowance Parts List Processing Option.

- a. General.** This option allows you to establish or delete relationships between a NIIN and an APL or change data for an established APL.

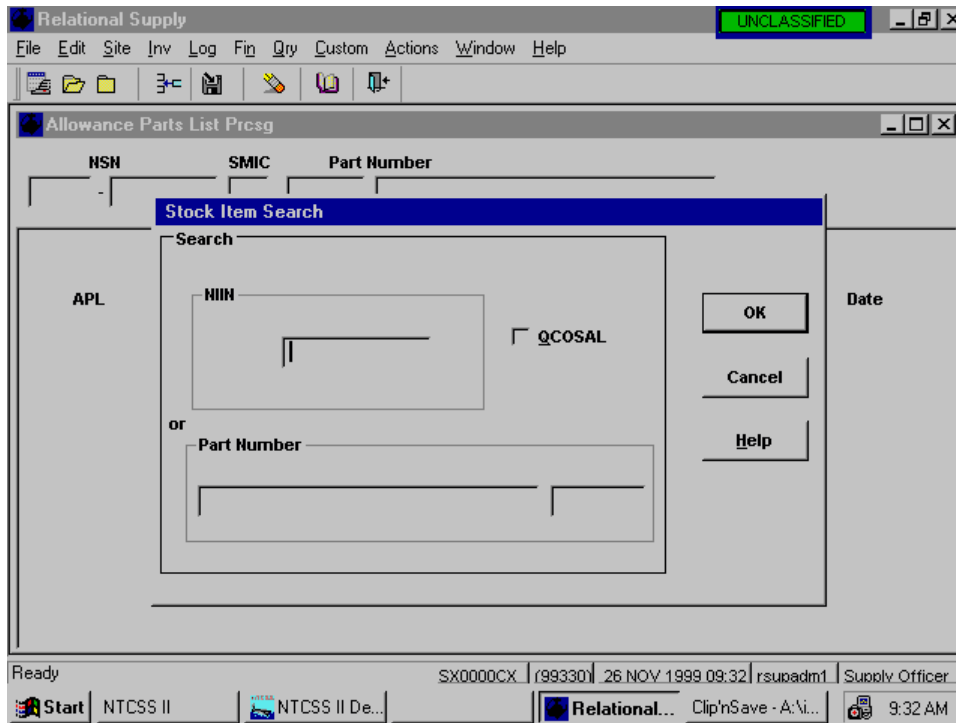


4thin05.pcx

- b. Business Rules.** For this area, the business rules area as follows:
- (1) An APL must have between eight and eleven characters,
  - (2) Only Q-COSAL users can access data for Q-COSAL APLs.

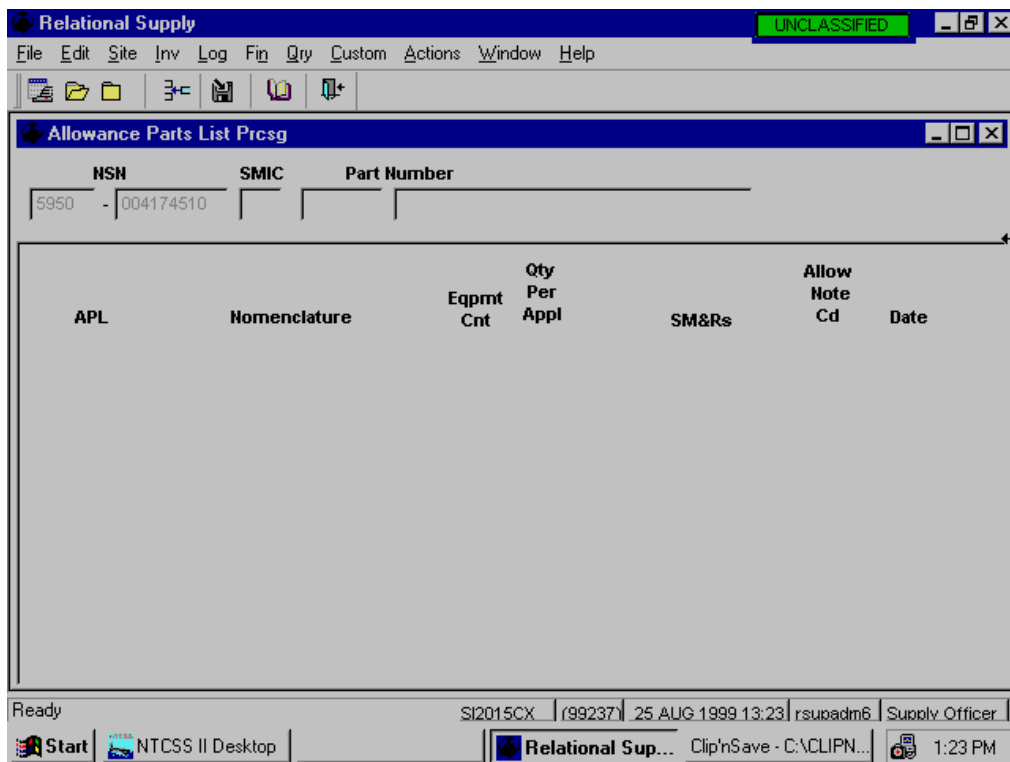
c. **To Access the Allowance Parts List Processing Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
- (3) **Step 3.** On the Stock Item Submenu, select the Allowance Parts List Processing (Pr CSG) Option.



invxx02.pcx

- (4) **Step 4.** On the Stock Item Search Screen, enter the NIIN or part number of the item that you wish to process.
- (5) **Step 5.** Select the Q-COSAL Option if applicable and then the OK Option or press the Enter Key to continue.



*invb011.pcx*

- d. **To Change APL Information.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Allowance Parts List Processing Screen, highlight the SM&Rs Data Field of the record that you wish to revise to enable the list of selection information.
  - (2) **Step 2.** Revise the data that you wish to change for that record.
  - (3) **Step 3.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (4) **Step 4.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- e. **To Add an APL Record.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Allowance Parts List Processing Screen, select the Insert Option from the Icon Menu Bar.

(2) **Step 2.** Enter data for the record that you wish to add in the following data blocks;

- (a) APL,
- (b) Nomenclature,
- (c) Equipment Count,
- (d) Quantity per Application,
- (e) SM&Rs.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.

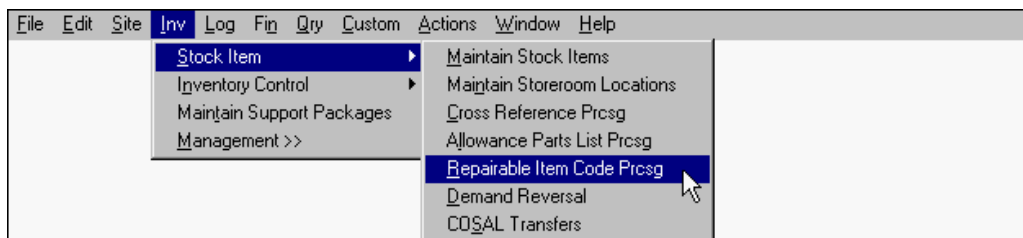
(4) **Step 4.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

e. **To Delete an APL Record.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Allowance Parts List Processing Screen, highlight the record that you wish to delete.
- (2) **Step 2.** Select the Delete Option from the Icon Menu Bar and then the Yes Option to confirm the deletion.
- (3) **Step 3.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (4) **Step 4.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

## 8. Repairable Item Code Processing Option.

a. **General.** This option allows you to establish records in or delete them from the Repairable Item Code (RIC) File.

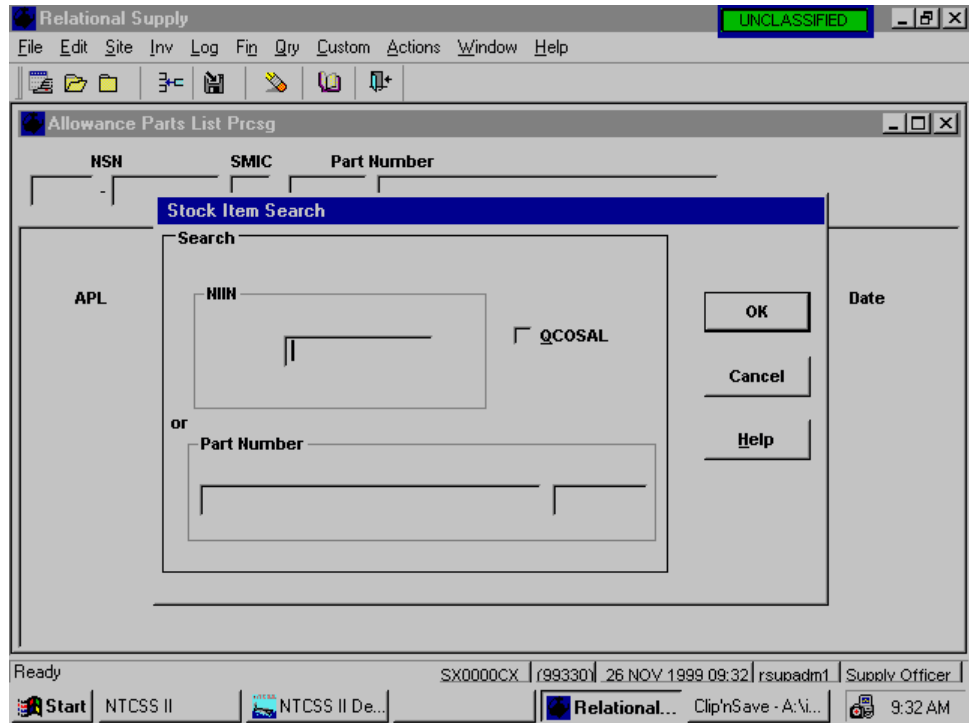


4thin06.pcx

b. **To Access the RIC Processing Option.** The step-by-step procedures for this process are as follows:

**NOTE:** An RIC must have between four and ten characters.

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
- (3) **Step 3.** On the Stock Item Submenu, select the Repairable Item Code Processing (Prcsg) Option.



invxx03.pcx

- (4) **Step 4.** On the Stock Item Search Screen, enter the NSN or part number of the item that you wish to process.
- (5) **Step 5.** Select the OK Option or press the Enter Key to continue; the data that is already in the database will appear on the screen.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Repairable Item Code Prcsg**

NSN: 1680 SMIC: 003725542 Part Number: \_\_\_\_\_

RIC	Nomenclature	Qty Per Appl	----- SMR Code -----				Date
B209	CONVERSION	1	PA	O	G	G	15 MAY 1998

Ready SI2020CX (99237) 25 AUG 1999 13:23 rsupadm6 Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 1:24 PM

invb012.pcx

c. **To Change RIC Information.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Repairable Item Code Processing Screen, enter a value to the Quantity Data Block to change it.
- (2) **Step 2.** Select the SMR Code Data Block to enable it and then select the appropriate source-maintenance-and-recoverability (SM&R) code from the list that appears on the screen.
- (3) **Step 3.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (4) **Step 4.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

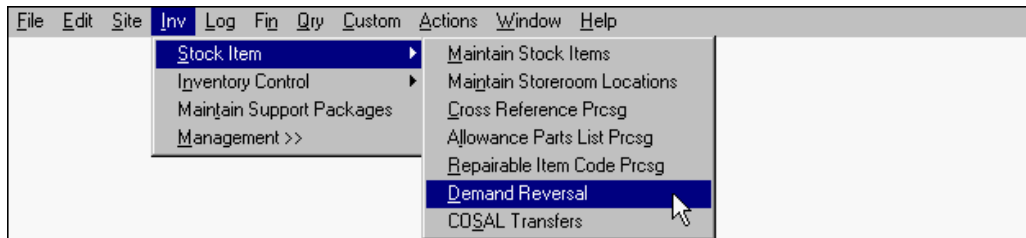
d. **To Add an RIC or a NIIN.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** Select the Insert Option from the Icon Menu Bar that appears at the top of the screen.



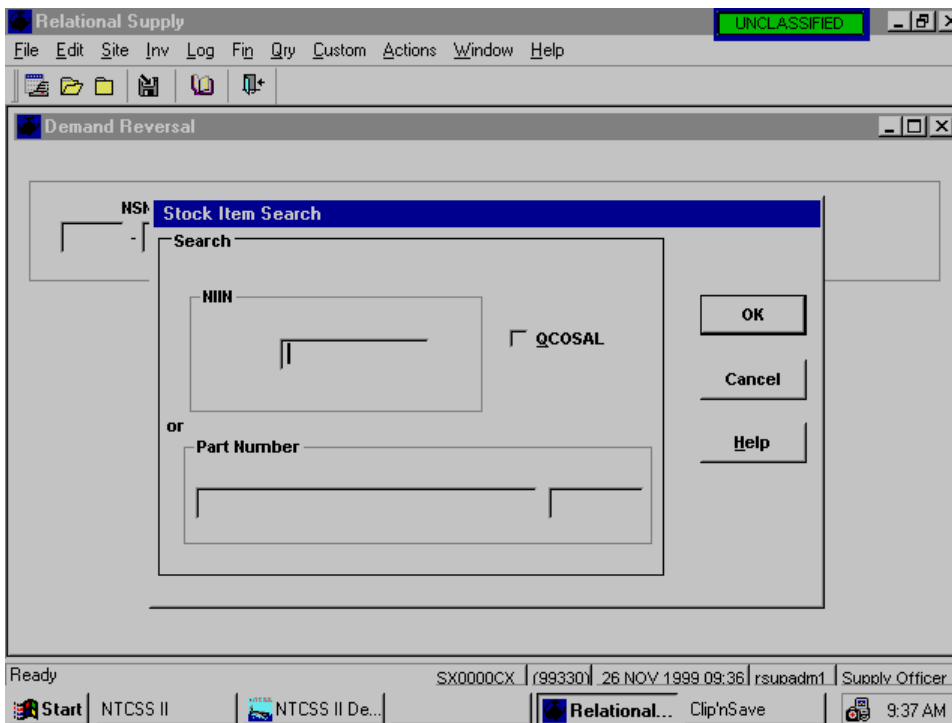
- (2) **Step 2.** Enter the appropriate values to the following data blocks:
    - (a) APL,
    - (b) Nomenclature,
    - (c) Equipment count,
    - (d) Quantity per application,
    - (e) SM&R Code.
  - (3) **Step 3.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (4) **Step 4.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- e. **To Delete an RIC.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** Select the particular RIC record that you wish to delete to ensure it appears highlighted.
  - (2) **Step 2.** Then, select the Delete Option from the Icon Menu Bar that appears at the top of the screen to delete the record in question.
  - (3) **Step 3.** Select the Yes Option in the dialog box that appears prompting you confirm that you wish to delete the RIC.
  - (4) **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (5) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

**10. Demand Reversal Option.** This option allows you to reverse demand data on file for a particular item. The step-by-step procedures for this process are as follows:



inv022.pcx

- a. **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- b. **Step 2.** On the Inventory Submenu, select the Stock Item Option.
- c. **Step 3.** On the Stock Item Submenu, select the Demand Reversal Option.



invxx04.pcx

- d. **Step 4.** On the Stock Item Search Screen, enter the NSN or part number of the item that you wish to process.
- e. **Step 5.** Select the Q-COSAL Option, if applicable and then the OK Option to continue.

**NOTE:**

- The system stores demand records in a month, year, and type sequence.
- It only records demand and frequency for surface type Q-COSAL material. It will not process *aviation* or *Seamart* demands for Q-COSAL material.
- Select (double-click) the row that shows the demand that requires reversal. This populates demand-selection data fields.
- Only the *frequency* and demand *quantity* available for reversal will appear in frequency and quantity data fields. Examples are follows: Debit Frequency = 3, Debit Quantity = 3, Credit Frequency = 1, Credit Quantity = 1.
- Frequency and quantity data fields will appear as follows: Frequency = 2 and Quantity = 2.
- Frequency and quantity data fields are modifiable; however, you may not process reversals for values in excess of those available.
- After entering the reversal information, Select Apply or New Request.
- The system writes *demand reversals* to the Material Transaction Ledger citing a transaction code of *SIR* and the transaction phrase *Demand Reversal*.

*RSupInv02.pcx*

- f. **Step 6.** On the Demand Reversal Screen, enter data as appropriate to the following data blocks within the Selection Group Box:
  - (1) **Demand Date.**
  - (2) **Type.** This data block shows the type of material you selected.
  - (3) **Processing Option.** This data block shows the type of procedure that you wish to process.
  - (4) **UI.** This block shows the unit of issue for the material selected.
  - (5) **Frequency.** This option allows you to modify the value in the Frequency Data Block.
  - (6) **Quantity.** This option allows you to modify the value in the Quantity Data Block.
- g. **Step 7.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- h. **Step 8.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

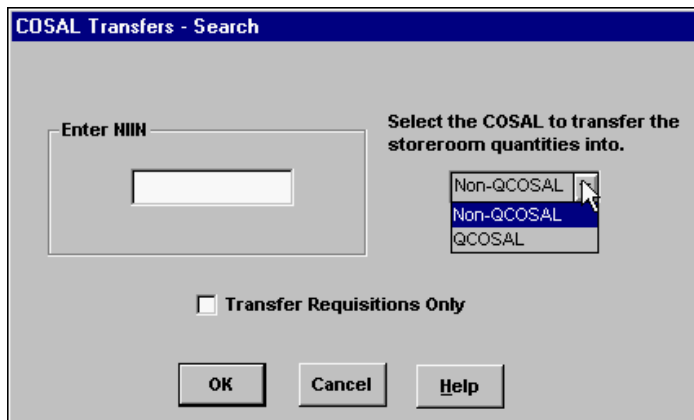
## 11. COSAL Transfers Option.

- a. **General.** This option allows you to transfer storeroom location quantities, and associated requisitions, between COSAL types such as the following: HME, OSI, MAM, Q-COSAL, and others. This process also allows you to establish initial or additional storeroom locations or to delete them. This process excludes completed DTO requisitions with a fund code of VO, V7, or QZ. Both *COSAL* and *requisition-transfer* functions establish a new stock record when one does not exist for the *receiving* COSAL type.



4thin08.pcx

- b. **To Access the COSAL Transfers Option.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (2) **Step 2.** On the Inventory Submenu, select the Stock Item Option.
  - (3) **Step 3.** On the Stock Item Submenu, select the COSAL Transfers Option.
- c. **To Transfer Quantities Between COSAL Types.** The step-by-step procedures are as follows:



4thin10.pcx

- (1) **Step 1.** On the COSAL Transfers-Search Screen, enter the NIIN of the item you wish to process.

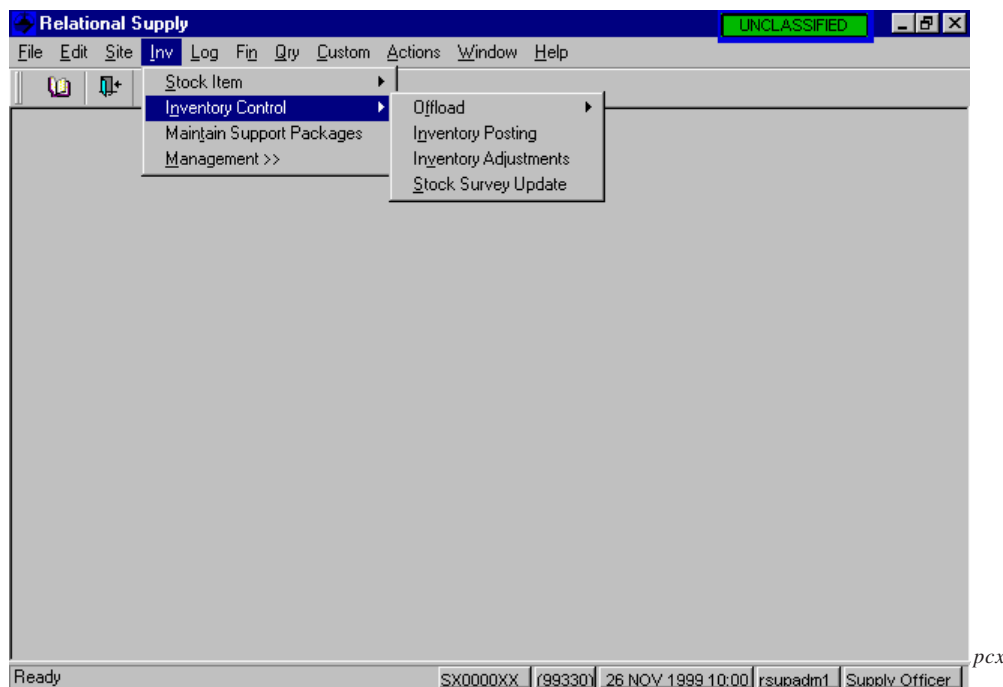
- (2) **Step 2.** Select the COSAL type to which you are transferring the material.
- (3) **Step 3.** Select the Transfer Requisitions Only Data Block if you want to transfer only requisitions (not stock record quantities) between COSAL types at this time.
- (4) **Step 4.** Select the OK Option to continue.

RSupInv03.pcx

**NOTE:** Ensure there is sufficient quantity in the location to process this transfer.

- (5) **Step 5.** On the COSAL Transfers Screen, enter the location from which you want to transfer material.
- (6) **Step 6.** Enter the amount of the material that you wish to transfer.
- (7) **Step 7.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process. The “Transaction Completed Successfully.” message appears on the screen. The system returns to the COSAL Transfers-Search Screen.

## C. INVENTORY CONTROL OPTION



### 1. Offload Option.

- a. **General.** This option provides you with two selections: Updates and Reversals. In addition, it allows you to accomplish all the following actions:
- (1) Capture parameters that the system can use to search the database for excess on-hand items that are eligible for offload processing.
  - (2) Adjust offload quantities and approve excess on-hand items before releasing the items for offload.
  - (3) Reverse transactions that processed erroneously and records that have invalid data.

### b. To Access the Updates Option.

- (1) **General.** This option allows you to modify potential offload records before release. Modifications include the following:
  - (a) Adjusting offload quantities in the Item Location Table.
  - (b) Changing the *condition code*, when required. The condition code and its definition appear on the drop-down list.
  - (c) Approving offload records for release and posting them to the Expenditure Listing and the Material Transaction Ledger (MTL).

**NOTE:** Under RSupply procedures, changes to the offload-to-shore function will affect automated offload selection and regular, DRMO, and total processing programs.

- (d) Deleting offload records from the offload table before release. Deletion of offload records using this method removes them completely from the current offload process.

Ship's personnel will offload DLR material on a *one-for-one* basis. The system creates an individual record for each offload item. You may leave *approve* and *delete* check boxes blank, if you wish to retain the offload record on the offload table.

- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (b) **Step 2.** On the Inventory Submenu, select the Inventory Control Option.
  - (c) **Step 3.** From the Inventory Control Submenu, select the Offload Option.
  - (d) **Step 4.** From the Offload Submenu, select the Updates Option.
    - [1] If you have not already captured a set of offload parameters, the Offload Updates Screen will appear, but will be disabled. The Offload Parameters - Search Screen will appear enabled. Proceed to the paragraph titled: To Capture Offload Parameters.
    - [2] If you already captured offload parameters, the Offload Updates Screen will appear. Proceed to the paragraph titled: To Adjust Quantities and Approve Items Before Release.

*RSupInv04.pcx*

c. **To Capture Offload Parameters.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Offload Updates Search Screen, select one of the following options from the Selection Group Box:

*RSupInv05.pcx*

**NOTE:**

- If you are offloading material with a condition code other than A, change the condition code. The system may modify individual DLR offload documents accordingly.
- If the total offload quantity is unavailable for offload, change the quantity. Setting the total offload quantity to zero will remove the NIIN from the offload table and clear the offload indicator in the Stock Item Table.
- If you wish to set the update or delete indicator in the offload table to U, select the Approve Check Box. This indicates that the record is ready for release through the Release/Cancel Offloads Function.
- If you wish to remove this offload record from the offload table and clear the offload indicator in the Stock Item Table, select the Delete Check Box.
- Select Apply to save the changes you made using the Offload Update Function. The system automatically shows the next record in sequence. Use the Next Record and Prior Record option to move through the records.



- (a) **Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.

*invb016.pcx*

- (b) **NIINs.** This option allows you to access the Selection by NIIN Screen. On that screen, enter the NIIN of the item or items that you wish to view.

*invb017.pcx*

**NOTE:** If you select both options, the system will display all items that have an excess on-hand quantity. These are items that meet the criteria of the parameters you specified, regardless of approval for release status.

**NOTE:** When you select this option, a check mark appears in the box, which indicates the item has approval for release processing. If you do not wish to release the item, select this option to remove the check mark.

- (c) **Date/Serial Number Range.** This option allows you to access the Selection by Range Date/Serial Number Range Screen. On that screen, enter the appropriate parameters for your selection.
- (d) **Batch Job Numbers.** This option allows you to access the Select Batch Job Numbers Screen. On this screen, enter the appropriate parameters for your selection.

- (2) **Step 2.** Select one of the following options from the Sort Group Box:

- (a) **NIIN.** This option allows you to select to sort data by NIIN.
- (b) **EMV.** This option allows you to select to sort data by EMV.

- (3) **Step 3.** Next, select one of the following options from the Review Group Box:

- (a) **Approved.** This option allows you to view all items with an excess on-hand quantity and both of the following characteristics:

- [1] They meet the criteria of the parameters you selected,
- [2] You previously approved them for release.

- (b) **Unapproved.** This option allows you to view all items with an excess on-hand quantity and both of the following characteristics:

- [1] They meet the criteria of the parameters that you selected,
- [2] You have not approved them for release.

- (4) **Step 4.** Enter the specific NIIN or EMV, as applicable, for the record with which you wish to begin your review to the Beginning NIIN Data Block within the Optional Group Box.
- (5) **Step 5.** After you finish your review, select the OK Option to return the system to the Offload Updates Screen.
- (6) **Step 6.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (7) **Step 7.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

- d. **To Adjust Quantities and Approve Items Before Release.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Offload Updates Screen, select the Approved for Release Option to approve the offload record that appears on the screen for release processing.
- (2) **Step 2.** Select the Q-COSAL Option to designate this item if it belongs in this category.
- (3) **Step 3.** Enter a quantity to the Offload Data Block for each location on the screen that requires offload.

**NOTE:** The Date/Serial Data Block shows any outstanding document number for the item whose NIIN appears on the screen. If the item is a depot level repairable (DLR), the data block will contain a scroll bar that will enable you to view all the document numbers related to that item.

**NOTE:** The Quantity Update Group Box will display the current on-hand quantity for each location.

- If you reduce the Offload quantity to zero for each location, you can delete this item from offload processing.
- If you reduce the offload quantity for a DLR record, you must mark the document numbers for removal from offload status.

- (4) **Step 4.** Select the Delete Option to remove the row of data that applies to that record.
  - (5) **Step 5.** Select the Yes Option on the dialog box that appears.
  - (6) **Step 6.** To retrieve the next record, select the Next Record Option. To retrieve a previous record, select the Prior Record Option.
  - (7) **Step 7.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (8) **Step 8.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- e. **To Access the Reversals Option.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - (2) **Step 2.** On the Inventory Submenu, select the Inventory Control Option.
  - (3) **Step 3.** From the Inventory Control Submenu, select the Offload Option.
  - (4) **Step 4.** From the Offload Submenu, select the Reversals Option.

*RSupInv06.pcx*

- (5) **Step 5.** On the Offload Reversal Search Screen, select one of the following options from the Search By Group Box:

(a) **Document Number.** This option allows you to select to search the database by document number.

(b) **NIIN.** This option allows you to select to search the database by NIIN.

(6) **Step 6.** Enter the document number or NIIN for the item that you wish to reverse in the appropriate data block and then select the OK Option.

(7) **Step 7.** On the Offload Reversal Screen, ensure the row on which the record you wish to reverse appears highlighted or select it to do so.

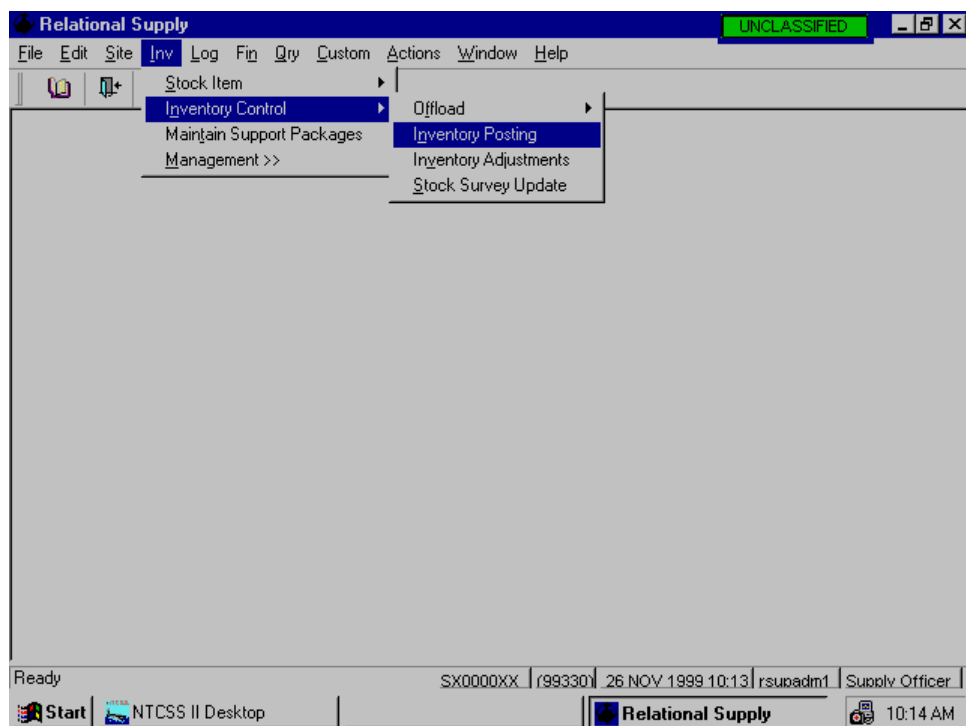
(8) **Step 8.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.

(9) **Step 9.** Select the Close Screen Option to exit from this process.

**NOTE:** You also can select the Retrieve Option so that the system displays a list of outstanding transactions from which to select the record you wish to reverse.

## 2. Inventory Posting Option.

a. **General.** This option allows you to process items that had quantity mismatches or insufficient quantities during an inventory. It also allows you to search for specific *spot*, *scheduled*, or *ILO* inventory records in the Physical Inventory Table.



invxx06.pcx

**b. To Access the Inventory Posting Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Inventory Control Option.
- (3) **Step 3.** On the Inventory Control Submenu, select the Inventory Posting Option.

RSupInv07.pcx

**c. To Process a Spot Inventory.**

- (1) **General.** The Spot Option allows you to record *single-count* inventory results against specific NIINs. Inventory records that you identify on the Physical Inventory Table using this option will cite one the following inventory codes in the Stock Item Table:
  - (a) **Blank.** This identifies an item that is *not under inventory*.
  - (b) **A.** This code identifies a *spot-mismatched quantity*.
  - (c) **B.** This code identifies a *spot-insufficient quantity*.
  - (d) **C.** This code identifies a *spot inventory*.
  - (e) **F.** This code identifies an *IBS spot-mismatched quantity*.

- (f) **G.** This code identifies an *IBS spot-insufficient quantity*.
  - (g) **I.** This code identifies an *IBS spot inventory*.
  - (h) **J.** This code identifies a *support-package, spot- mismatched quantity*.
  - (i) **K.** This code identifies a *support-package, spot-insufficient quantity*.
  - (j) **L.** This code identifies an *IBS support-package, spot inventory*.
  - (k) **N.** This code identifies an *IBS support-package, spot- mismatched quantity*.
  - (l) **P.** This code identifies an *IBS support-package, spot-insufficient quantity*.
  - (m) **S.** This code identifies a *support-package, spot inventory*.
- (2) **Procedures.** The step-by-step procedures for this a process are as follows:
- (a) **Step 1.** On the Inventory Posting Search Screen, select the *Spot Inventory* Option from the Type Group Box.
  - (b) **Step 2.** Enter the *NIIN or part number* of the item that you wish to retrieve to the appropriate data block of the Search Group Box.
  - (c) **Step 3.** Select the *Q-COSAL* Option from within the Search Group Box, if appropriate.
  - (d) **Step 4.** Select one of the *following* options from the Selection Group Box:
    - [1] **Insufficient Quantity.** This option allows you to retrieve *spot-inventory* records that cite an inventory code of **B** in the Stock Item Table. The system assigns this inventory code when you attempt to physically issue material from a storeroom location, but the Stock Item Table indicates that there is insufficient quantity to post the action. If you select this option, the system will disable *scheduled* and *ILO* inventory options.

**NOTE:** This data block appears disabled when you choose an option from the Selection Group Box.

[2] **Batch Job Numbers.** This option allows you to retrieve inventory records that the system placed in the Physical Inventory Table after an *inventory-processing* batch job. If you select this option, the system disables *quantity mismatch, insufficient quantity, parent/serial (force), location, and location-range* options.

[3] **Parent/Serials.** This option allows you to retrieve inventory records that the system placed in the Physical Inventory Table for *support-package* inventories. If you select this option, the system disables the *Batch Job Numbers Option*.

(e) **Step 5.** Select the *OK* Option that appears at the bottom of the Inventory Posting Search Screen to continue this process.

(f) **Step 6.** Select the *Apply* Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.

**d. To Process a Scheduled Inventory.**

(1) **General.** The Scheduled Option allows you to record *initial* and *final* count inventory results against specific NIINs or groups of NIINs. Inventory records that you identify on the Physical Inventory Table using the Scheduled Option will cite one the following inventory codes in the Stock Item Table:

(a) **D.** This code identifies a *scheduled inventory*.

(b) **H.** This code identifies an *IBS scheduled inventory*.

(c) **M.** This code identifies an *IBS support-package, scheduled inventory*.

(d) **R.** This code identifies a *support-package, scheduled inventory*.

**Inventory Posting - Search**

**Type**

☐ Spot

☒ **Scheduled**

**Sort By**

☐ NIIN

☒ **Location**

**Posting Method**

☒ **Initial Count**

☐ Final Count

**Search**

NSN: [ ] - [ ]

Part Number: [ ]

☐ QCOSAL

**Selection**

☐ Insufficient Quantity

☐ Batch Job Number...

☐ Parent/Serials...

**Specify**

☐ Locations...

☐ Location Range...

OK Cancel Help

☒ Gain / Loss Messages

RSupInv08.pcx

**NOTE:** The Sort by Group Box will appear disabled when you select to process a Mismatched Quantity Spot inventory.

**NOTE:** The system retrieves records from the Physical Inventory Table based on the count or recount indicator that appears in the Stock Item Table.

**NOTE:** The Posting Method Group Box will appear disabled when you select to process a spot inventory.

- (2) **Procedures.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Posting Search Screen, select the *Scheduled* Option from the Type Group Box.
- (b) **Step 2.** Select one of the *following* options from the Sort By Group Box:
- [1] **NIIN.** This option allows you to select to sort records in a NIIN sequence.
  - [2] **Location.** This option allows you to select to sort records in a location sequence.
- (c) **Step 3.** Select one of the *following* options from the Posting Method Group Box:
- [1] **Initial Count.** This option allows you to identify this process as the *first* or *initial* count if there are multiple-count requests because of quantity mismatches. When you select this option, the system will display physical-inventory records that cite a count or recount indicator of **C** in the Stock Item Table.



**NOTE:** The Insufficient Quantity Option within the Selection Group Box appears disabled in this process.

**NOTE:** This option appears disabled when you select the *spot* or *batch-job-numbers* option.

[2] **Final Count.** This option allows you to identify this as the *second* or *final* count if there are multiple-count requests because of quantity mismatches. Spot and ILO inventories are always final counts. When you select this option, the system will display physical-inventory records that cite a count or recount indicator of **R** in the Stock Item Table.

(d) **Step 4.** Select one of the *following* options from the Selection Group Box:

[1] **Batch Job Numbers.** This option allows you to retrieve inventory records that the system placed in the Physical Inventory Table after an *inventory-processing* batch job. If you select this option, the system disables *quantity mismatch, insufficient quantity, parent/serial (force), location, and location-range* options.

[2] **Parent/Serials.** This option allows you to retrieve inventory records that the system placed in the Physical Inventory Table for *support-package* inventories. If you select this option, the system disables the *Batch Job Numbers Option*.

(e) **Step 5.** Select one of the *following* options from the Specify Group Box:

[1] **Locations,**

[2] **Location Range.**

(f) **Step 6.** Select the **OK** Option that appears at the bottom of the Inventory Posting Search Screen to continue this process.

(g) **Step 7.** Select the **Apply** Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.

invxx07.pcx

e. **To Change Location Information.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** From the Inventory Posting Screen, select the Primary Option or the Secondary Option as appropriate from the Precedence Column.
- (2) **Step 2.** Enter the appropriate value in the Quantity Data Block to continue.
- (3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.
- (4) **Step 4.** The “Is inventory completed for this NIIN?” message appears on the screen. Select the OK Option to continue.
- (5) **Step 5.** Select the Close Screen Option to exit from this process.

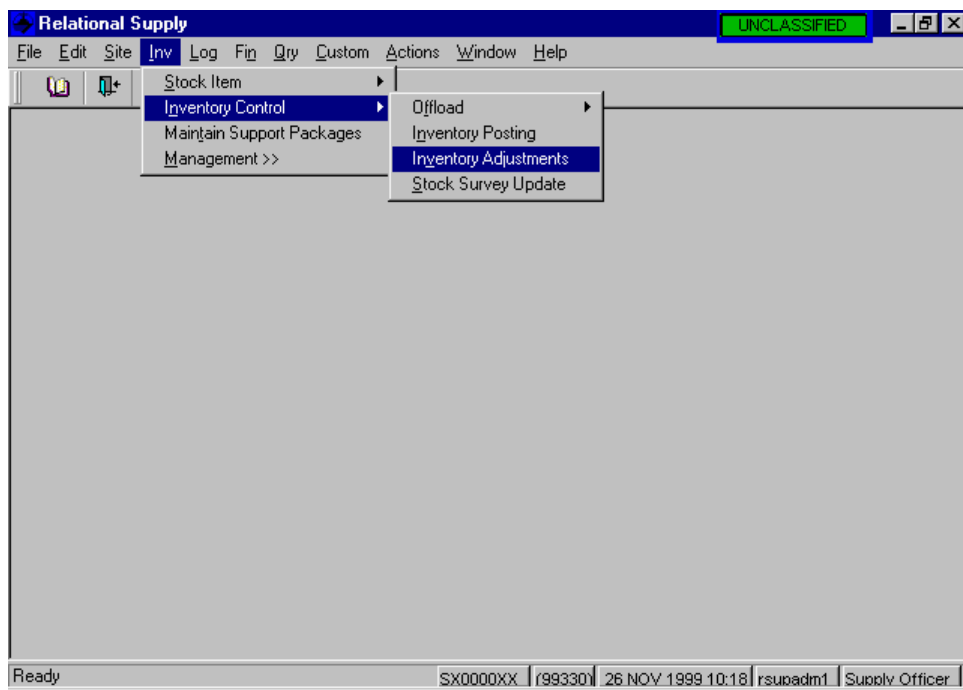
f. **To Add a Location.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** From the Inventory Posting Screen, select the Insert Option from the bar at the top of the screen.
- (2) **Step 2.** Enter the correct location to the appropriate data block.
- (3) **Step 3.** Select the Primary Option or the Secondary Option as appropriate from the Precedence Column.
- (4) **Step 4.** Enter the appropriate value to the Quantity Data Block to continue.

- (5) **Step 5.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (6) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- g. To Delete a Location.** The step-by-step procedures for this process are as follows:
- (1) **Step 1.** On the Inventory Posting Screen, select the location record that you wish to delete so that it appears highlighted.
  - (2) **Step 2.** Select the Delete Option that appears on the Icon Menu Bar at the top of the screen.
  - (3) **Step 3.** Select the Yes Option when the screen prompts you to verify that you wish to delete the record.
  - (4) **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - (5) **Step 5.** Select the Close Screen Option to exit from this process.

### **3. Inventory Adjustments Option.**

- a. General.** This option allows you to locate particular stock items in preparation for processing an inventory-adjustment update. It also allows you to record quantity gains or losses by inventory when there is a predetermined gain or loss. In addition, you can reverse a gain or loss adjustment that you previously processed against a stock item.



*inv.xx08.pcx*

**b. To Access the Inventory Adjustments Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Inventory Control Option.
- (3) **Step 3.** On the Inventory Control Submenu, select the Inventory Adjustments Option.

invb019.pcx

c. **To Adjust the Inventory Value for a Record.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Inventory Adjustments Search Screen, enter the NSN or part number of the item that you wish to adjust to the appropriate data blocks within the Search Group Box.
- (2) **Step 2.** Select the Q-COSAL Option to designate this item as Q-COSAL material, if applicable.
- (3) **Step 3.** Select one of the following options from the Selection Group Box:
  - (a) **GBI.** This option allows you to record the quantity you entered as a *gain by inventory* (DI X13 and expenditure indicator of N) in the Inventory Expenditure Table. It also posts the transaction to the Gain by Inventory Report and to the Material Transaction Ledger.
  - (b) **LBI.** This option allows you to record the quantity you entered as a *loss by inventory* (DI X13 and expenditure indicator of A) in the Inventory Expenditure Table. It also posts the transaction to the Loss by Inventory Report and to the Material Transaction Ledger.

- (c) **Lost, Damaged, or Stolen.** This option allows you to record the quantity you entered as a survey (DI X43 and an expenditure indicator of **D**) because of loss, damage, or theft. It also posts the transaction to the Loss by Inventory Report, to the Pending Survey Report (until completed), and to the Material Transaction Ledger.
- (d) **Major Disaster.** This option allows you to record the quantity you entered as survey (DI X43 and an expenditure indicator of **X**) because of a major disaster (fire, flood, enemy action, or other). It also posts the transaction to the Loss by Inventory Report, to the Pending Survey Report (until completed), and to the Material Transaction Ledger.
- (4) **Step 4.** Select the Reversal Option to reverse an inventory gain or loss that you previously processed, if applicable. The list that appears shows records from the Inventory Expenditure Table that match the NIIN or part number, COSAL type, and inventory adjustment type that you selected.
- (5) **Step 5.** Select the record from the list that you wish to reverse and then the OK Option to continue.
- (6) **Step 6.** Select one of the following options from the Search By Group Box:
- (a) **All.** This option allows you to view all inventory adjustments in a document and request number sequence based on the *force* or *unit* application.
- (b) **Document Number/Request Number.** This option allows you to search for a specific record by document number or request number based in the *force* or *unit* application.

**NOTE:** This group box appears disabled unless you select the Reversal Option above.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qty Custom Actions Window Help

**Inventory Adjustments**

NSN: 5950 - SMIC: 005255525 Part Number: QCOSAL

Cog: 9N MCC: UI: EA Nomenclature: TRANSFORMER,AUDIO F UP: 133.57

Location	Precedence	Qty	Adjmt Qty
2904F3	Primary	3	1

Total Adjmt Qty

Ready SI2050CX (99237) 25 AUG 1999 13:30 rsupadm6 Supply Officer

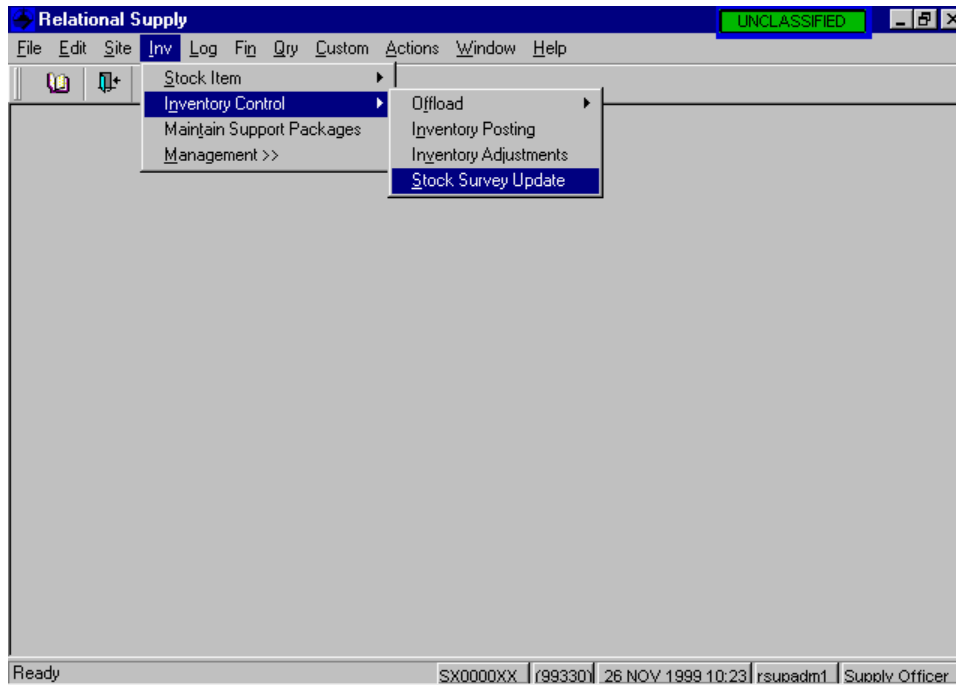
Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 1:30 PM

invb020.pcx

- (7) **Step 7.** Select the Parent/Serials Option, then the appropriate number combination, and finally the OK Option to continue. This will disable both survey and search options.
- (8) **Step 8.** On the inventory Adjustments Screen, enter the amount by which you wish to adjust the record to the Total Adjustment (Adjmt) Quantity (Qty) Data Block.
- (9) **Step 9.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (10) **Step 10.** Select the Close Screen Option to exit from this process.

#### 4. Stock Survey Update Option.

a. **General.** This option allows you to process surveys for stock material.



*invxx09.pcx*

b. **To Process a Survey for Stock Material.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Inventory Control Option.
- (3) **Step 3.** On the Inventory Control Submenu, select the Stock Survey Update Option.

**Note:** The implementation of RSupply created a number of functional changes to scheduled inventory processing. The paragraph below explains how RSupply has modified, added new methodologies, or eliminated some of the procedures that you used previously in legacy SUADPS-RT. You should be thoroughly familiar with these changes whenever you screen any information, process, or output product that this process previously generated.



**Note:** Scheduled Inventory:

- All locations that are in the database for a particular item will appear on interactive screens in the Scheduled-inventory Function.
- The system will record the quantity by location, as well as the total quantity for the storeroom.
- The system also records losses by inventory for all line items including those with an MCC of D, E, G, H, Q, or X.
- It is no longer necessary to post transaction-ledger-material records that current DI X84 processing generates. GBI, LBI, and loss-by-survey transactions that the DI 084 process generates include this function.
- Adjustments to an inventory quantity will affect both the location on-hand quantity in the storeroom and the total on-hand quantity.
- Adjustments to the location on-hand quantities that do not affect the total on-hand quantity will not generate GBI, LBI, or loss-by-survey transactions.

Survey Created	Document Number	NIIN	Quantity
<input type="checkbox"/>	21247 0093 1893	009600266	1
<input type="checkbox"/>	21247 0303 1491	011076800	7
<input type="checkbox"/>	21247 0350 0216	002851838	1
<input type="checkbox"/>	21247 0350 0260	003922943	1
<input type="checkbox"/>	21247 0350 0316	005199886	2
<input type="checkbox"/>	21247 0356 0397	001460522	1
<input type="checkbox"/>	21247 0357 0449	010185690	1
<input type="checkbox"/>	21247 1009 0031	002952849	45
<input type="checkbox"/>	21247 1051 1455	000423218	1
<input type="checkbox"/>	21247 1052 1459	005480601	2
<input type="checkbox"/>	21247 1052 1460	005480601	2
<input type="checkbox"/>	21247 1052 1464	002995962	2
<input type="checkbox"/>	21247 1052 1468	009140340	10

RSupInv11.pcx

- (4) **Step 4.** On the Stock Survey Update Screen, select one of the following options from the Sort By Group Box:
  - (a) **Document (Doc) Number (Nbr).** This option allows you to sort selected rows by document number.
  - (b) **NIIN.** This option allows you to sort selected rows by NIIN.
- (5) **Step 5.** Select the Survey Created Option next to the document number for which you wish to create the transaction.
- (6) **Step 6.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
- (7) **Step 7.** Select the Close Screen Option to exit from this process.

**Note:** Stock Survey:

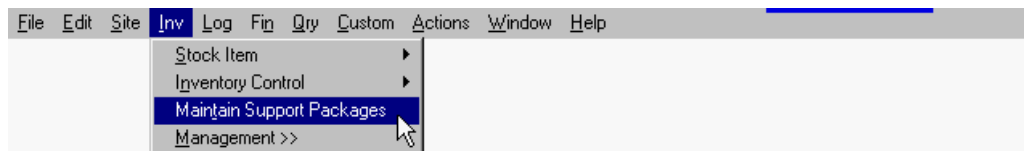
Each survey of NWCF material requires an associated hard-copy Financial Liability Investigation of Property Loss Report (FLIPLR). RSupply will assign a document number to each survey. It will track the surveys for which you already processed a FLIPLR and those for which you have not. It also provides management review listings. RSupply also accomplishes the following actions:

- Eliminates the option to post a financial survey that does not affect the on-hand balance.

- Eliminates the prompt for a user-assigned advice code on surveys for items with an MCC of D, E, G, H, Q, or X.
- Eliminates the requirement to hand-key the unit of issue followed by a computer comparison to the item record for accuracy.
- Assigns a DI or X43 to a transaction for a survey that results from a loss or theft; and it assigns a DI of X44 to a transaction for a survey that results from a major disaster.
- Eliminates the category of fire in prompts for the type of survey in both loss-or-theft and major disaster types. Instead, it offers two types of surveys in addition to the two types of loss when you attempt to post a loss in the Inventory Adjustments Function.
- Modifies spot- and scheduled-inventory processes to calculate the posting of a loss based on the sum of the quantities in storeroom locations. Then, it generates a DI X43 transaction for all losses requiring a FLIPLR (per NAVSUP P-485 instruction).
- Generates an immediate stock replenishment requisition for the survey of an item that has an MCC of E, G, H, Q, or X, if the line item is in a *def-to-RO* status.
- Writes to the To MFCS File on the NTCSS server all surveys output to MFCS.
- Generates a DI D9G transaction and then writes it to the To MFCS File on the NTCSS server for a survey resulting from a loss or theft.
- Generates a DI D9H transaction and then writes it to the To MFCS File on the NTCSS server for a survey resulting from a major disaster.

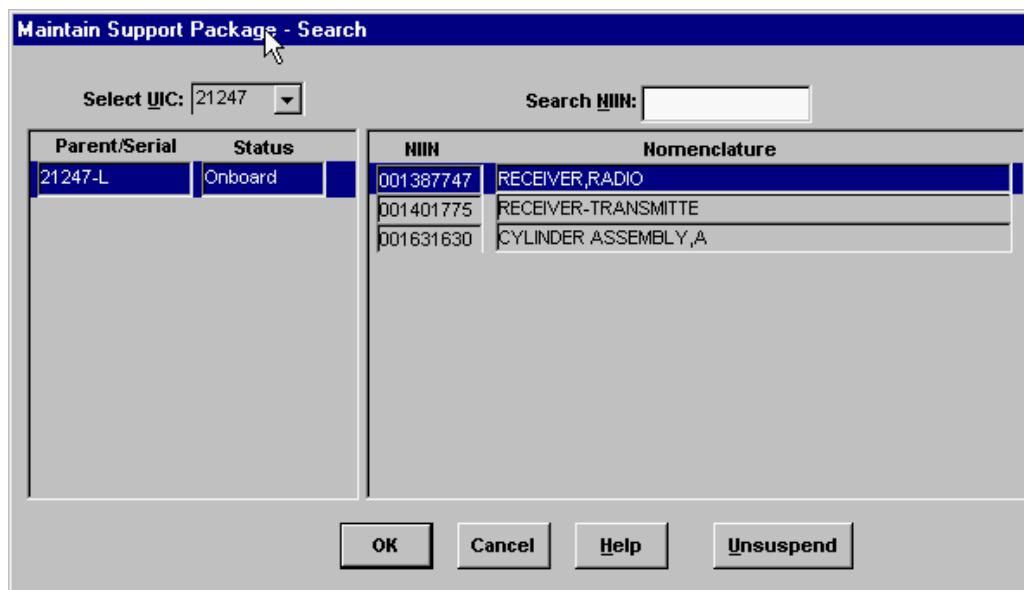
## D. MAINTAIN SUPPORT PACKAGES OPTION

1. **General.** This option allows you to search for and maintain a specific support package by establishing, changing, and deleting support package records or data items.



*invm003.pcx*

2. **To Access the Maintain Support Packages Option.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
  - b. **Step 2.** On the Inventory Submenu, select the Maintain Support Packages Option.



*RSupInv12.pcx*

- c. **Step 3.** On the Maintain Support Packages Search Screen, select the down arrow that appears to the right of the Select UIC Data Block and then the appropriate UIC from the list that appears.
- d. **Step 4.** Select (double click) the appropriate parent serial number and then the NIIN of the item you wish to process from the list on the screen. You also can enter the NIIN for the item that you wish to process to the Search NIIN Data Block.

- e. **Step 5.** Select the OK Option to continue this process or the Cancel Option if you wish to exit from this process.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Maintain Support Packages**

Parent/Serial: 00189-BTESTA NIIN: 002465870 Part Number: 18565 20-02-6530-1212

Status: Incoming Description: Test only

Cog: 9N UI: EA Nomenclature: SHIELDING GASKET,EL

UP: 7.42 HUP: .00 Total OH Qty: 3 Location: 2904F3

RO: 20 RP: 12 MCC: Subs: NO SUBSTITUTES AVAILABLE.

**Allowances**

Allowance	Quantity
AVCAL	4

**Locations**

Allowance	Quantity
Total: 0	

Ready SI2201CA (99237) 25 AUG 1999 13:38 rsubadm6 Supply Officer

Start NTCS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 1:39 PM

invb030.pcx

3. **To Modify Allowance Data on a Support Package Record.** The step-by-step procedures for this process are as follows
  - a. **Step 1.** On the Maintain Support Packages Screen, ensure the Allowances Option (tab) appears enabled or select it to begin processing.
  - b. **Step 2.** Select the appropriate allowance type from the list and enter the appropriate value to the quantity data block.
  - c. **Step 3.** Then, select the Add Option or the Delete Option as appropriate.
  - d. **Step 4.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - e. **Step 5.** Select the Close Screen Option to exit from this process.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Maintain Support Packages**

Parent/Serial: 00189-BTESTA NIIN: 002465870 Part Number: 18565 20-02-6530-1212

Status: Incoming Description: Test only

Cog: 9N UI: EA Nomenclature: SHIELDING GASKET,EL

UP: 7.42 NUP: .00 Total OH Qty: 3 Location: 2904F3

RO: 20 RP: 12 MCC: Subs: NO SUBSTITUTES AVAILABLE.

Allowances

Location	Precedence	Quantity
2904F3	PRIMARY	3
C104F3	SECONDAR	0

Locations

Location	Precedence	Quantity
Total: 0		

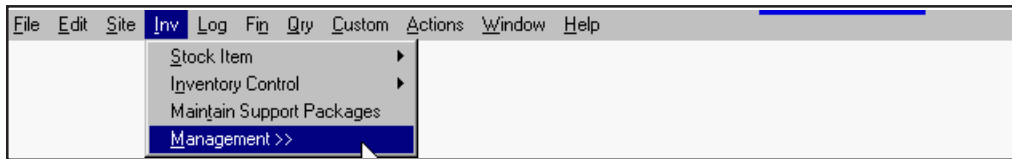
Ready SI2201.CB / r99237 / 25 AUG 1999 13:38 / rsupadm6 / Supply Officer /

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 1:38 PM

invb031.pcx

4. **To Modify Location Data on a Support Package Record.** The step-by-step procedures for this process are as follows
  - a. **Step 1.** On the Maintain Support Packages Screen, ensure the Locations Option (tab) appears enabled or select it to begin processing.
  - b. **Step 2.** Select the Primary Option or the Secondary Option as appropriate from the Precedence Column.
  - c. **Step 3.** Enter the appropriate quantity to continue.
  - d. **Step 4.** Then, select the Add Option or Delete Option as appropriate.
  - e. **Step 5.** Select the Apply Option from the Icon Menu Bar that appears at the top of the screen to finalize this process.
  - f. **Step 6.** Select the Close Screen Option to exit from this process.

## E. MANAGEMENT OPTION



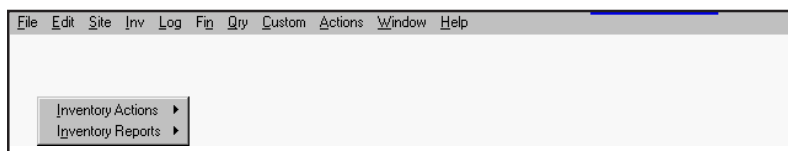
invmoo4.pcx

1. **General.** This option allows you to manage inventory processing and generate reports. The functions available with this option are as follows:
  - a. Schedule general and specific commodity inventories;
  - b. Designate inventories as *spot*, *scheduled*, or *ILO*;
  - c. Schedule processing as initial-count or recount inventories to accept quantities and verify quantity mismatches before posting inventory adjustments;
  - d. Accomplish material consolidation before conducting a scheduled inventory;
  - e. Ensure you process pending issues, transfers, receipts, and suspense records before initiating inventory actions;
  - f. Limit the scope of scheduled inventory processing for general and specific commodity inventories to more easily manage the inventory evolution;
  - g. Work specific storerooms or warehouse sections rather than *freezing* inventory assets for the entire ship or warehouse;
  - h. Choose the appropriate batch job number from the selection window to generate management reports (this ensures that all of the information pertaining to the inventory you selected is available to the manager);
  - i. Use the following specific criteria to tailor inventories based on need;
    - (1) Specific locations or location ranges,
    - (2) Specific NIINs or NIIN ranges,
    - (3) Repairable and nonrepairable items,
    - (4) Demand-based items (DBI),
    - (5) Hazardous materials (HazMat),

- (6) Allowance type codes (ATC),
  - (7) Controlled item identification codes (CIIC),
  - (8) Cognizance symbol (Cog),
  - (9) Local management codes (LMC),
  - (10) Shelf-life codes (SLC),
  - (11) Shelf-life action codes (SLAC),
  - (12) Special material content codes (SMCC),
  - (13) Special material identification codes (SMIC);
- j. Generate the following management reports;
    - (1) Storeroom Listing,
    - (2) Supervisor Listing,
    - (3) Progress Report,
    - (4) Potential Gains/Losses Report;
  - k. Place inventory records in the Physical Inventory Table to await final disposition;
  - l. Remove the record for the Physical Inventory Table and set the date last inventoried in the Item Location Table once the final count is complete;
  - m. Write expenditure data to the Inventory Expenditure Table for records requiring quantity adjustments.

## 2. Inventory Actions Option.

- a. **General.** This option allows you to schedule a *spot*, *scheduled*, or *ILO* inventory. It also allows you to designate spot or scheduled inventories for storeroom and support-package locations using interactive, batch, and IBS methods.



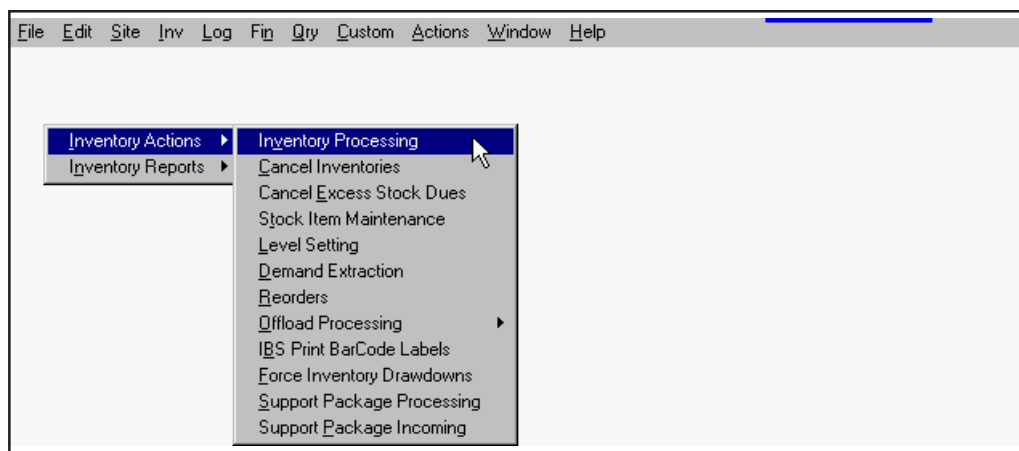
invm005.pcx

- b. **To Access the Inventory Actions Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Management Option.
- (3) **Step 3.** On the Management Submenu, select the Inventory Actions Option.
- (4) **Step 4.** On the Inventory Actions Submenu, select one of the following options:
  - (a) **Inventory Processing.** This option allows you to initiate a spot, scheduled (periodic), or ILO inventory.
  - (b) **Cancel Inventories.** This option allows you to cancel an inventory that you already scheduled.
  - (c) **Cancel Excess Stock Dues.** This option allows you to select parameters for canceling stock items that have outstanding requirements that exceed authorized allowances.
  - (d) **Stock Item Maintenance.** This option allows you to update records by permitting changes and deletions of certain constant data elements.
  - (e) **Level Setting.** This option allows the Supply Officer to modify current demand processing parameters in accordance with TYCOM directives.
  - (f) **Demand Extraction.** This option allows you to select parameters for requesting extraction of demand data.
  - (g) **Reorders.** This option allows you to select and enter information for creating a batch job for automatic-reorder processing.
  - (h) **Offload Processing.** This option allows you to generate the type of documents that Stock Control and storeroom personnel require to process an offload.
  - (i) **IBS Print Barcode Documents.** This option allows you to input parameters for generating bar-code labels.
  - (j) **Force Inventory Drawdowns.** This option allows you to select to effect a complete FITS drawdown procedure instead of downloading only those items that changed since the last drawdown process.
  - (k) **Support Package Processing.** This option allows you to access support-package processing.

**NOTE:** This process will exclude requisitions for Q-COSAL, 9X Cog, DTO, and NSA material with an extended money value of less than \$20.

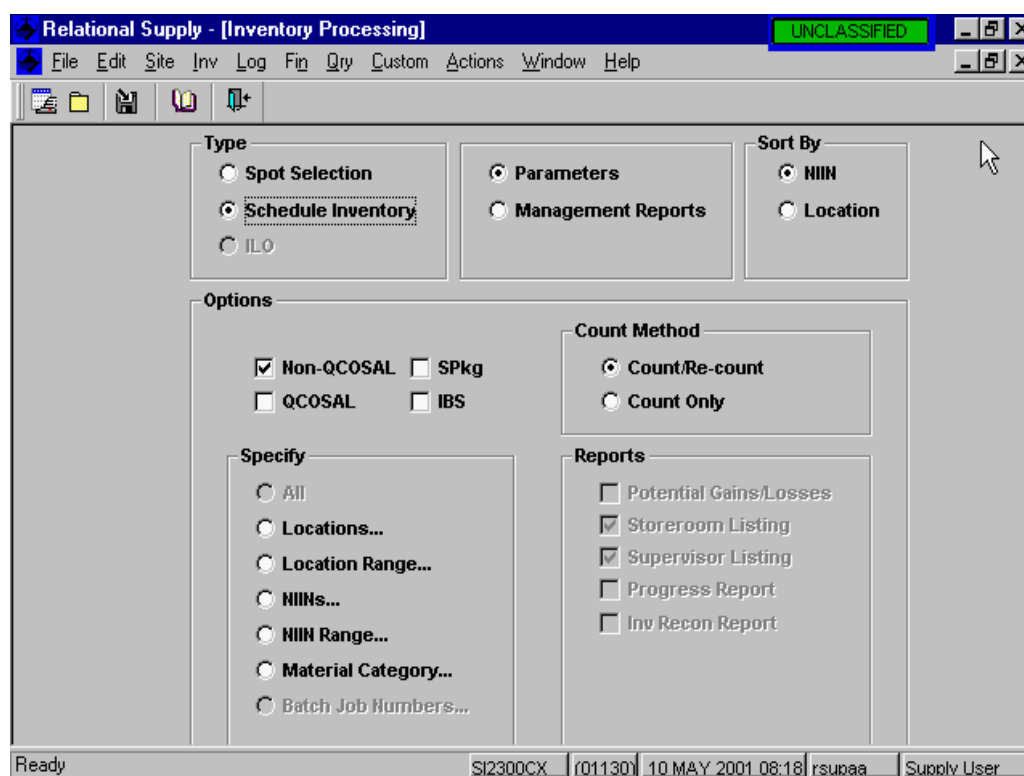




invnm006.pcx

- c. **To Process an Inventory.** After you select an inventory type, there are two separate procedures for this process. First, you need to select the parameters you will need to process an inventory. Second, you need to select the types of listings you will need to complete an inventory.

**NOTE:** The options within the Reports Group Box will appear disabled when you select the Parameters Option. System defaults for this process are the Storeroom Listing and Supervisor Listing. You will be able to generate additional management reports to monitor the progress of the inventory after you execute the initial inventory.



RSupInv14.pcx

**NOTE:** The Potential Gains/Losses Report, available under Management Reports Option, helps you identify potential inventory adjustments before you post final inventory quantities.

### (1) Parameters Option.

- (a) **General.** This option allows you to enter the data necessary to process an inventory.
- (b) **Procedures.** The step-by-step procedures for this process are as follows:

- [1] **Step 1.** On the Inventory Actions Submenu, select the Inventory Scheduling Option.
- [2] **Step 2.** On the Inventory Scheduling Screen, select one of the following options from the Type Group Box:
  - [a] **Spot.** This option allows you to schedule an inventory based on designated parameters for items that are not part of an already scheduled inventory.
  - [b] **Scheduled.** This option allows you to set up a batch job to process an inventory that occurs on a regular basis.
- [3] **Step 3.** On the same screen, select the Parameters Option.
- [4] **Step 4.** Select one of the following options from the Sort By Group Box:
  - [a] **NIIN.** This option allows you to select to sort output by NIIN.
  - [b] **Location.** This option allows you to select to sort output by location.
- [5] **Step 5.** Select from the following options within the Options Group Box:
  - [a] **NonQ-COSAL.** This option allows you to select to include nonQ-COSAL material in this process. This is the system default setting and appears only for authorized personnel.
  - [b] **Q-COSAL.** This option allows you to select to include Q-COSAL Material for this process. This option appears only for authorized personnel.
  - [c] **Support Package.** This option allows you to select to include support package material in this process.
  - [d] **IBS.** This option allows you to identify the use of IBS for this process.
- [6] **Step 6.** Select one of the following options from the Count Method Group Box:
  - [a] **Count/Re-count.** The option allows you to conduct inventories that require recounts because of quantity mismatches. This is the system default setting.

**NOTE:** The Potential Gains/Losses Report, available under Management Reports Option, helps you identify potential inventory adjustments before you post final inventory quantities.

**NOTE:** If you do not wish to include material of a particular type in the inventory, unselect the option. The Q-COSAL Option and the IBS Option are not available if you selected the ILO Option above.

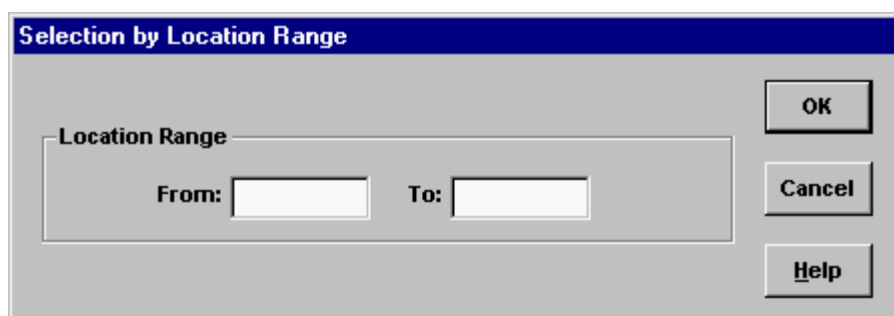
**NOTE:** If you select the All Option from the Specify Group Box, this procedure is unavailable.

[b] **Count Only.** This option allows you to select the first count as the final inventory quantity. Remember that you won't be able to generate the Potential Gains/Losses Report when you select this option. The system will consider all counts as final and processes inventory adjustments accordingly.

[7] **Step 7.** Select one of the following retrieval methods from the Specify Group Box:

[a] **All.** This option allows you to select to include all storeroom items in this process.

[b] **Locations.** This option allows you to select to include all items in a specific location in this process.

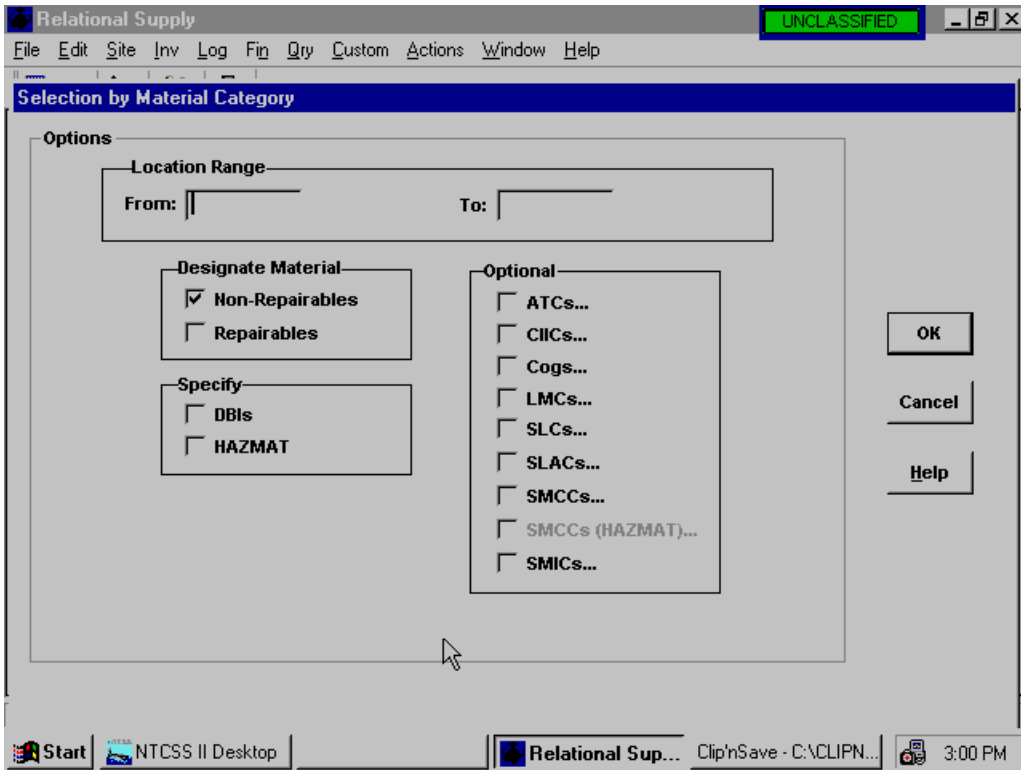


*RSupInv15.pcx*

[c] **Location Range.** This option allows you to select to include all items within a location range in this process.

[d] **NIINs.** This option allows you to select to include all items with specific NIINs in this process.

[e] **NIIN Range.** This option allows you to select to include all items within a NIIN range in this process.



invb033.pcx

[f] **Material Category.** This option allows you to select to include all items within a specific material category in this process. When you select this option, the Inventory Scheduling by Material Category appears.

{1} **Location Range.** Enter the appropriate values to the From and To fields in this group box to indicate the location range you desire.

{2} **Designate Material.** Select one or both of the options in this group box to specify the material you wish to include in this process.

{a} **Nonrepairables.** Select this option to include all material not designated as repairable in this process.

{b} **Repairables.** Select this option to include all material with an MCC of D, E, G, H, Q or X in this process.

{3} **Specify.** Select one or both of the options in this group box to refine selection parameters.

{a} **DBIs.** Select this option to include all demand-based items in this process.

**NOTE:** You may select the Nonrepairables Option or the Repairables Option or both. If you select both, the system will list on the report all current stock-item transactions.

**NOTE:** This is not a mandatory selection.

**NOTE:** This option is only available when you select the HazMat Option above.

- {b} HazMat.** Select this option to include hazardous material in this process.
- {4} Optional.** Select one or more of the options in this group box to further refine selection parameters.
  - {a} ATCs.** Select this option to view the Select Allow.Type Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {b} CIICs.** Select this option to view the Select Controlled Item Inv Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {c} Cogs.** Select this option to view the Select Cognizance Symbols Parameters Selection Screen. Then, select the Cogs that you wish to use in this process.
  - {d} LMCs.** Select this option to view the Select Local Management Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {e} SLACs.** Select this option to view the Shelf Life Action Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {f} SLCs.** Select this option to view the Select Shelf Life Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {g} SMCCs.** Select this option to view the Select Special Material Content Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {h} SMCCs (HazMat).** Select this option to view the Select Special Material Content Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

{i} **SMICs.** Select this option to view the Select Special Material Identification Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

{5} **Completion.** Finally, select the OK Option to continue.

[g] **Batch Job Numbers.** This option allows you to select to include all items within specific batch-job numbers in this process. It appears disabled in this process.

[8] **Step 8.** Select the Apply Option from the Icon Menu Bar to continue. The Batch Scheduling Notification Screen appears if the number of records is less than or equal to the report maximum.

[9] **Step 9.** On the Batch Scheduling Notification Screen, select to send the job request to **batch processing** or to display and **process it on-line**.

[10] **Step 10.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(c) **Computations.** The computations for this process are based on the quantities actually in the location and on support-package location tables. In other words, the system makes inventory adjustments when the inventory quantity in the location does not match the location quantity on the Item Location Table. The system compares these quantities to those you entered in the Physical Inventory Table to identify inventory differences.

[1] **Noncomputation Values.** The system does not use the following to compute inventory differences: *total on-hand*, *receipt-in-process* (RIP), *stock-due* (Stk Due), *not-ready-for-issue* (NRFI), *subcustody*, *support-package* (SPkg) - except on SPkg inventories, *pending issues and transfers*, and *suspense-record* quantities.

[2] **Survey Criteria.** It also creates surveys when the record meets the following criteria:

[a] Material control code (MCC) of E, G, H, Q, or X;

[b] Special material content code (SMCC) of A, D, E, H, K, L, N, P, Q, R, T, or X;

[c] Precious metals indicator code (PMIC) other than 3 or A;

**NOTE:** The system only includes material that meets selection criteria in this process.

**NOTE:** Only the transactions that meet selection criteria will appear on the screen for review.

**NOTE:** To set the value for maximum number of records, access the following options in turn: Site, Control Parameters, and Max Records.

[d] Security code of A, B, C, D, E, F, G, H, K, L, O, S, T, U, 7, or 9;

[e] Security code of J, M, N, P, Q, R, V, W, X, Y, Z, 1, 2, 3, 4, 5, 6, 8 and a value when multiplying unit price by the gain or loss quantity that is greater than \$749.00;

[f] A value when multiplying the unit price by the gain or loss quantity that is greater than \$2,499.00;

[g] At CLF activities, a Cog of 9M and a value when multiplying the unit price by the gain or loss quantity that is greater than \$4,999.00.

**[4] Inventory Code Assignments.** The following is a list of the inventory-code assignments in use:

Inventory Code	Description	Inventory Code	Description
Blank	Not under inventory	I	IBS (spot)
A	Spot - mismatch quantity	J	Support package (Spot - insufficient quantity)
B	Spot - insufficient quantity	K	Support package (spot - mismatch quantity)
C	Spot	L	IBS support package (spot - mismatch quantity)
D	Scheduled	M	IBS support package (scheduled)
E	ILO	N	IBS SPkg (Spot)
F	IBS (spot – mismatch quantity)	P	IBS support package (spot – insufficient quantity)
G	IBS (spot – insufficient quantity)	R	Support package (scheduled)
H	IBS (scheduled)	S	Support package (spot)

- [5] **Expenditure Indicators.** The following is a listing of the inventory-expenditure indicators that various inventory processes assign:

Expenditure Indicator	D I	Type	O ri
A	X 1 3	L B I	Inventory adjustment (L
D	X 4 3	L B S	Inventory adjustment (lo
H	X 1 3	L B I	Unfit for issue (unit)
K	X 4 3	L B S	N A L C O M I S survey (m
N	X 1 3	G B I	Inventory adjustment (G
O	O F F	N / A	O f f l o a d
P	X 4 3	L B S	N A L C O M I S survey (lo
X	X 4 3	L B S	Inventory adjustment (m
Y	X 1 3	L B S	Receipt (loss in shipmen
Z	X 1 3	G B S	Receipt (gain in shipmen

- [6] **Transaction Codes.** The following is a listing of the transaction-ledger transaction codes that various inventory processes assign:

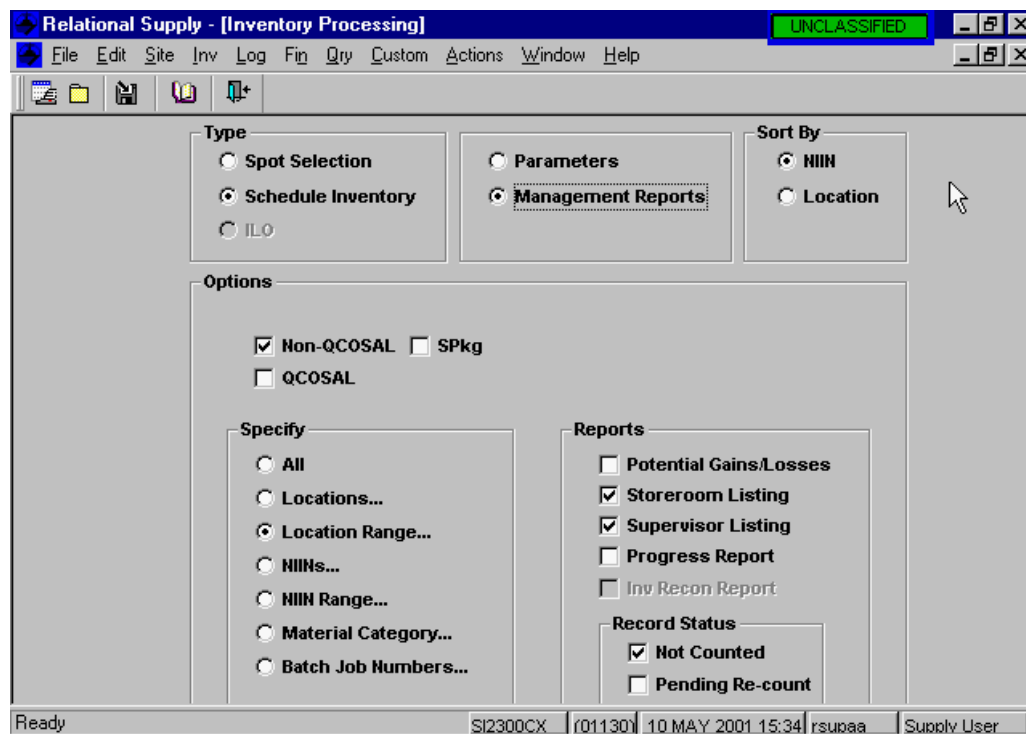
Code	Process	Action
SHG	Inventory adjustments	Loss by inventory
SHH	Inventory adjustments	Loss by inventory (reversal)
SHI	Inventory adjustments	Gain by inventory
SHJ	Inventory adjustments	Gain by inventory (reversal)
SQA	Inventory adjustments	Survey - location change
SQB	Inventory adjustments	Survey - loss
SQC	Inventory adjustments	Survey - loss (reversal)
SQF	Inventory adjustments	Survey - major disaster
SQE	Inventory adjustments	Survey - major disaster (reversal)
SZU	Inventory adjustments	Location addition
SZV	Inventory adjustments	Location deletion
SZW	Inventory adjustments	Location O/H change
SAD	Inventory posting	Loss by inventory
SAR	Inventory posting	Internal audit – loss
SAS	Inventory posting	Internal audit – gain
SHE	Inventory posting	Gain by inventory
SHP	Inventory posting	Location O/H change
SHQ	Inventory posting	Location delete
SHR	Inventory posting	Location addition
SZC	Maintain storeroom location	Location O/H change
SZD	Maintain storeroom location	Location deletion
SZE	Maintain storeroom location	Location addition

- [7] **Internal Audit.** The system generates gains or losses based on the following computation: on-hand quantity total is equal to the location quantity plus the NRFI quantity, plus the custody quantity, and plus the pack-up quantity.



(d) **Exceptions.** The following are exceptions to this process:

- [1] The system does not provide a re-count capability for items under a spot or ILO inventory.
- [2] Personnel removed material under an ILO inventory from the ship; so it is unavailable for issue. Therefore, you have the option of creating a requisition for material requests rather than creating a pending issue.
- [3] You must inventory support packages individually and complete each process before beginning the inventory of another support package.
- [4] The Potential Gains/Losses Report only shows those records for which you completed an initial count and the quantities from the Item Location Table and from the inventory do not agree.



4thin11.pcx

## (2) Management Reports Option.

- (a) **General.** This option allows you to select to generate the listings you will need to complete an inventory.

(b) **Procedures.** The step-by-step procedures for this process are as follows:

- [1] **Step 1.** On the Inventory Actions Submenu, select the Inventory Scheduling Option.
- [2] **Step 2.** On the Inventory Scheduling Screen, select one of the following options from the Type Group Box:
  - [a] **Spot.** This option allows you to schedule an inventory based on designated parameters for items that are not part of an already scheduled inventory.
  - [b] **Scheduled.** This option allows you to set up a batch job to process an inventory that occurs on a regular basis.
  - [c] **ILO.** This option allows you to process an inventory if your ship is in the yard for scheduled repairs.
- [3] **Step 3.** On the same screen, select the Management Reports Option.
- [4] **Step 4.** Select one of the following options from the Sort By Group Box:
  - [a] **NIIN.** This option allows you to select to sort data by NIIN.
  - [b] **Location.** This option allows you to select to sort data by EMV.
- [5] **Step 5.** Select from the following options within the Options Group Box:
  - [a] **NonQ-COSAL.** This option allows you to select to include nonQ-COSAL material in this process. This is the system default setting and appears only for authorized personnel.
  - [b] **Q-COSAL.** This option allows you to select to include Q-COSAL Material for this process. This option appears only for authorized personnel.
  - [c] **Support Package.** This option allows you to select to include support package material in this process.
- [6] **Step 6.** Select one of the following retrieval methods from the Specify Group Box:

**NOTE:** If you do not wish to include material of a particular type in the inventory, unselect the option. The Q-COSAL Option and the IBS Option are not available if you selected the ILO Option above.

**NOTE:** If you select the All Option from the Specify Group Box, this procedure is unavailable.

- [a] **All.** This option allows you to select to include all storeroom items in this process.
- [b] **Locations.** This option allows you to select to include all items in specific locations in this process.
- [c] **Location Range.** This option allows you to select to include all items within a location range in this process.
- [d] **NIINs.** This option allows you to select to include all items with specific NIINs in this process.
- [e] **NIIN Range.** This option allows you to select to include all items within a NIIN range in this process.

*RSupInv18.pcx*

- [f] **Material Category.** This option allows you to select to include all items within a specific material category in this process. When you select this option, the Inventory Scheduling by Material Category appears.
- {1} **Location Range.** On the Selection by Location Range Screen, enter the appropriate values to the From and To fields in this group box to indicate the location range you desire.
  - {2} **Designate Material.** Select one or both of the options in this group box to specify the material you wish to include in this process.

- {a} Nonrepairables.** Select this option to include all material not designated as repairable in this process.
- {b} Repairables.** Select this option to include all material with an MCC of D, E, G, H, Q or X in this process.
- {3} Specify.** Select one or both of the options in this group box to refine selection parameters.
  - {a} DBIs.** Select this option to include all demand-based items in this process.
  - {b} HazMat.** Select this option to include hazardous material in this process.
- {4} Optional.** Select one or more of the options in this group box to further refine selection parameters.
  - {a} ATCs.** Select this option to view the Select Allow.Type Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {b} CIICs.** Select this option to view the Select Controlled Item Inv Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {c} Cogs.** Select this option to view the Select Cognizance Symbols Parameters Selection Screen. Then, select the Cogs that you wish to use in this process.
  - {d} LMCs.** Select this option to view the Select Local Management Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {e} SLACs.** Select this option to view the Shelf Life Action Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.
  - {f} SLCs.** Select this option to view the Select Shelf Life Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

**NOTE:** You may select the Nonrepairables Option or the Repairables Option or both. If you select both, the system will list on the report all current stock-item transactions.

**NOTE:** This is not a mandatory selection.

**NOTE:** The Storeroom Listing is the system default setting for this process. Also, the Inventory Reconciliation Report is not available for selection in this process.

**NOTE:** Only the transactions that meet selection criteria will appear on the screen for review.

**{g} SMCCs.** Select this option to view the Select Special Material Content Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

**{h} SMCCs (HazMat).** Select this option to view the Select Special Material Content Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

**{i} SMICs.** Select this option to view the Select Special Material Identification Codes Parameters Selection Screen. Then, select the codes that you wish to use in this process.

**{5} OK.** Finally, select the OK Option to continue.

**[g] Batch Job Numbers.** This option allows you to select to include all items within specific batch-job numbers in this process. It appears disabled in this process.

**[7] Step 7.** Select one or more of the following options from the Reports Group Box:

**[a] Potential Gains/Losses.** This option allows you to select to generate the Potential Gains/Losses Report for this process.

**[b] Storeroom Listing.** This option allows you to select to generate the Storeroom Report for this process.

**[c] Supervisor Listing.** This option allows you to select to generate the Supervisor Listing for this process.

**[d] Progress Report.** This option allows you to select to generate the Progress Report for this process.

**[8] Step 8.** Select one or both of the following options from the Record Status Group Box:

**[a] Not Counted.** This option allows you to view records that remain uncounted.

**[b] Pending Re-count.** This option allows you to view records that are awaiting a re-count because of a quantity mismatch.

**NOTE:** To set the value for maximum number of records, access the following options in turn: Site, Control Parameters, and Maximum Records.

[9] **Step 9.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

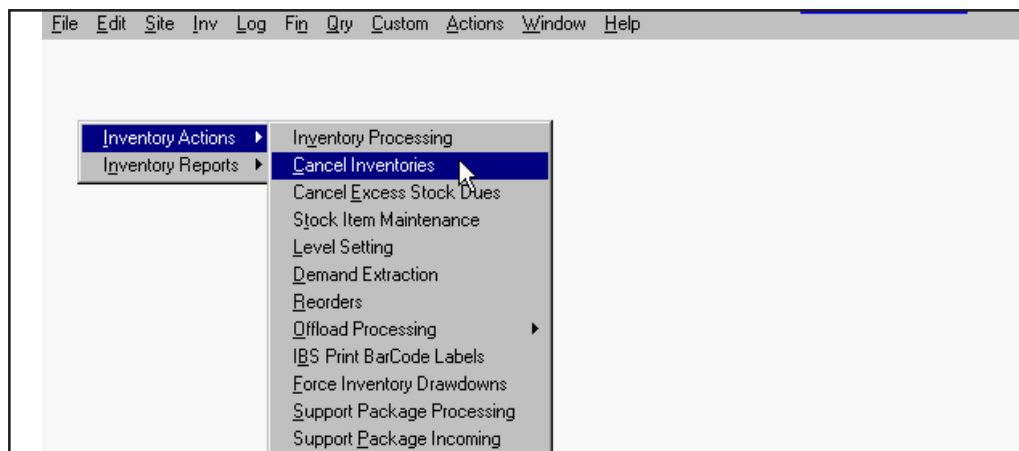
[10] **Step 10.** On the Batch Scheduling Notification Screen, select to send the job request to *batch processing* or to display and *process it on-line*.

[11] **Step 11.** Select the Close Screen Option to exit from this process.

(3) **Business Rules.** The following are the business rules for this area:

- (a) Inventory processing is COSAL-type specific. To access COSAL types under inventory or to schedule or enter inventory quantities for those types, you must have appropriate authority.
- (b) The system uses information from all locations for the NIINs under inventory to compute inventory adjustments. Therefore, ensure you inventory all locations and assign quantities (by location) to complete the inventory for a specific NIIN.
- (c) Do not run two support-package inventories simultaneously, unless the second inventory has no NIINs in common with the first inventory.
- (d) Ensure you inventory only *on board* or *staged* support packages. All others are not physically located on site or are in process for deployment, transfer, or receipt.
- (e) Conduct and manage storeroom inventories separately from support-package inventories. While support-package (and other management) quantities will reflect on storeroom inventory reports and vice versa, do not inventory support-package NIINs simply because you inventory their corresponding storeroom NIINs.
- (f) Inventory adjustments are necessary when the quantity that you inventory in a location does not equal the location quantity for the item in the Location Table.
- (g) Prepare surveys when the material meets the following criteria:
  - [1] Material control code (MCC) of E, G, H, Q, or X;
  - [2] Special material content code (SMCC) of A, D, E, H, K, L, N, P, Q, R, T, or X;

- [3] Precious metals indicator code (PMIC) other than 3 or A;
  - [4] Security code of A, B, C, D, E, F, G, H, K, L, O, S, T, U, 7, or 9;
  - [5] Security code of J, M, N, P, Q, R, V, W, X, Y, Z, 1, 2, 3, 4, 5, 6, or 8 and a total price which after multiplying the unit price by the gain or loss quantity is greater than \$749.00;
  - [6] A total price which after multiplying the unit price by the gain or loss quantity is greater than \$2,499.00;
  - [7] For CLF activities, a Cog of 9M and a total price which after multiplying the unit price by the gain or loss quantity is greater than \$4,999.00.
- (h) The system uses internal audit gains and losses to identify quantity discrepancies between the total on-hand quantity and the total quantity in the location, NRFI, custody, and pack up quantities. Although the system creates a CTL record, it does not write an inventory expenditure record; and it does not process a TIR through MFCS. See the *computations* section for the appropriate formula.

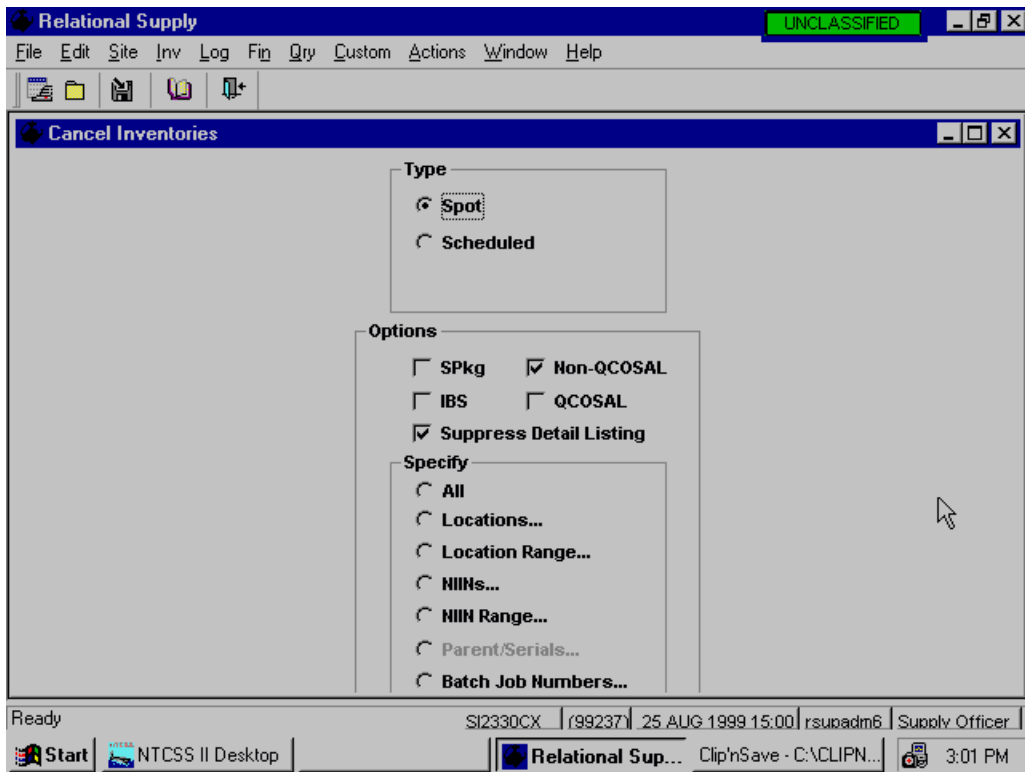


inv007.pcx

#### d. To Cancel an Inventory.

- (1) **General.** The Cancel Inventories Option allows you to cancel a *spot*, *scheduled*, or *integrated-logistics-outfitting* (ILO) inventory. The following also apply to this process:
  - (a) It clears inventory codes from the Stock Item Table,
  - (b) It does *not* clear warehouse-message codes from the Stock Item Table,

- (c) It removes records from the Physical Inventory Table,
  - (d) It only displays ILO inventory parameters when you set the *Ship in ILO* Indicator in the Activity Control Information Function.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Actions Submenu, select the Cancel Inventories Option.



invb034.pcx

- (b) **Step 2.** On the Cancel Inventories Screen, select one of the following options from the Type Group Box:
  - [1] **Spot.** This option allows you to schedule an inventory based on designated parameters for items that are not part of an already scheduled inventory.
  - [2] **Scheduled.** This option allows you to set up a batch job to process an inventory that occurs on a regular basis.
- (c) **Step 3.** The system automatically selects the NonQ-COSAL Option (default setting).
  - [1] If you wish to include Q-COSAL material in the inventory, select the Q-COSAL Option.

**NOTE:** If you do not wish to include material of a particular type in the inventory, unselect the option. The Q-COSAL Option and the IBS Option are not available if you selected the ILO Option above.



[2] If you used the Integrated Barcode System for your inventory, select the IBS Option.

(d) **Step 4.** Select one of the following retrieval methods from the Specify Group Box:

[1] **All.** This option allows you to select to inventory all storeroom items.

[2] **Locations.** This option allows you to select specific locations for an inventory.

[a] On the Selection by Location Screen appears, enter the specific location or locations that you wish to include in the inventory.

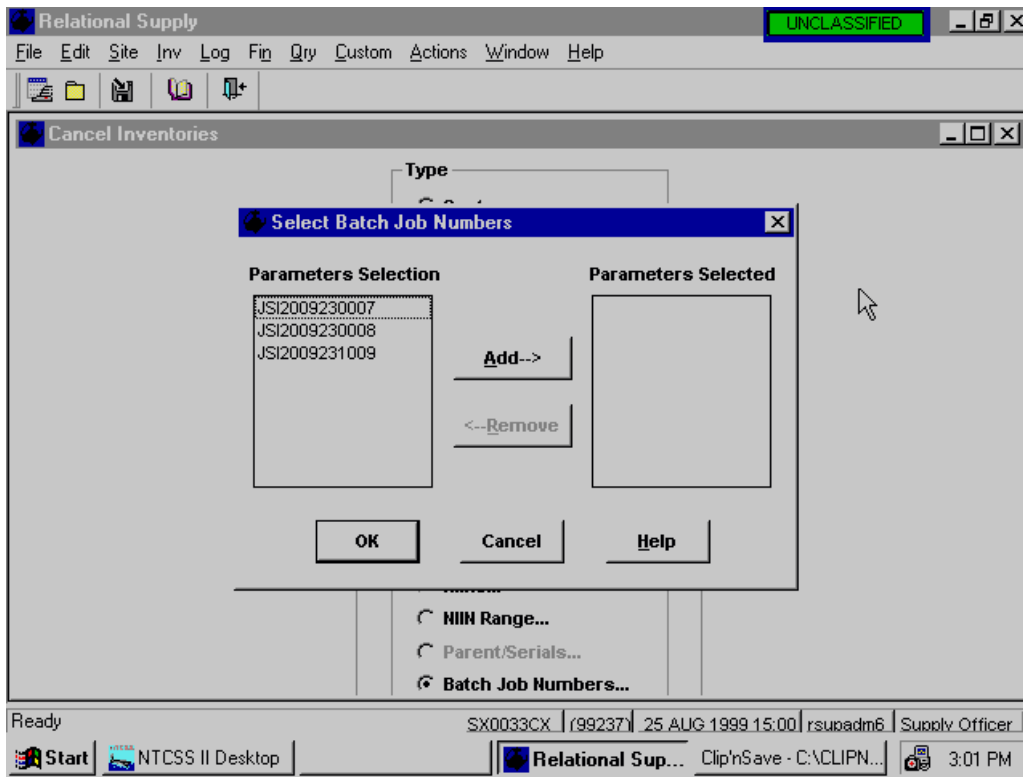
[b] Then select the OK Option to continue.

[3] **Location Range.** On the Selection by Location Range Screen, enter the appropriate values to the From and To fields in this group box to indicate the location range you desire.

[4] **NIINs.** This option allows you to select specific NIIN items for an inventory.

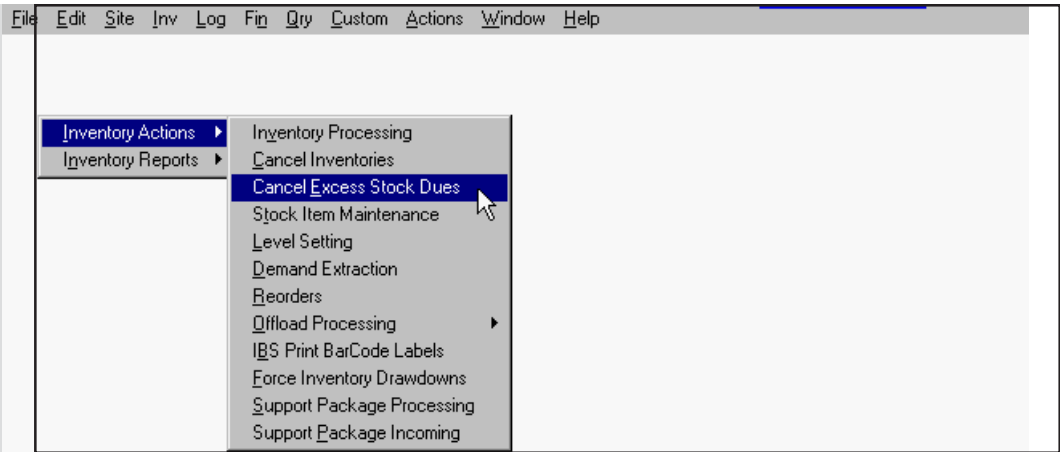
[a] On the Selection by NIIN Screen, enter the specific NIIN items you want to inventory and select the applicable COSAL for each entry.

[b] Finally, select the OK Option to continue.



*invb035.pcx*

- [5] **Batch Job Numbers.** This option allows you to select the specific jobs you want to schedule for inventory. This option is available only when you select the Scheduled Option for the type of inventory.
- [a] On the Select Batch Job Numbers Screen, select the jobs you want to schedule for inventory.
  - [b] Finally, select the OK Option to continue.
- (e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch processing. Request approval under site-processing.
- (f) **Step 6.** Select the Close Screen Option to exit from this process.



invm008.pcx

#### e. To Cancel Excess Stock Dues.

- (1) **General.** The Cancel Excess Stock Dues Option allows you to select the batch parameters for requesting the cancellation of *excess stock-due* (on-order) requisitions. From the selected parameters, the system generates the Excess Stock Cancellation Request Report. This Report contains *cancellation request* and *follow-up* documents. The system will exclude from this process requisitions for Q-COSAL, DTO, and NSA material as well as material with a Cog of 9X and an extended money value of less than \$20. In addition, the system will not generate cancellation requests for documents citing suffix codes. An *excess-on-order* quantity exists when the sum of on-hand quantity plus the stock-due quantity minus the requisitioning objective (RO) is greater than zero.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Actions Submenu, select the Cancel Excess Stock Dues Option.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Cancel Excess Stock Dues**

**Options**

☒ Non-QCOSAL

☐ QCOSAL

**Specify**

**Months Supply Retention Factor:** 0.0

**Cancellation Follow-up Elapsed Days:** 30

**Date Range**

**From:** 01 OCT 1998 **To:** 25 AUG 1999

☐ Include Substitutes

Ready SI2345CX (99237) 25 AUG 1999 15:01 rsupadm6 Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 3:01 PM

invb036.pcx

(b) **Step 2.** On the Cancel Excess Stock Dues Screen, the system automatically selects the NonQ-COSAL Option (default setting). If you wish to include Q-COSAL material in the inventory, select the Q-COSAL Option.

(c) **Step 3.** Select one of the following retrieval methods from the Specify Group Box:

- [1] **Months Supply Retention Factor.** This option allows you to ensure that you retain sufficient on-hand quantities when canceling outstanding requisitions. The system uses this entry to determine the amount of material to retain for each applicable NIIN. Enter a value based on the average monthly demand (AMD) in whole months and tenths of months. The formula for this process is as follows: subtract the result of multiplying the AMD by the MSRF from the current stock-due quantity to reduce the quantity requiring canceling.
- [2] **Cancellation Follow-up Elapsed Days.** This option allows you to enter the specific number of days that a cancellation request (DI ACI) must be on file before generating a cancellation follow-up (DI AK\_).

**NOTE:** If you do not wish to include material of a particular type in the inventory, unselect the option.

**NOTE:** The system automatically selects a date range (system default). To change these values, select (double click) the Date Range From or To field. Select the date you wish to use from the calendar that appears.

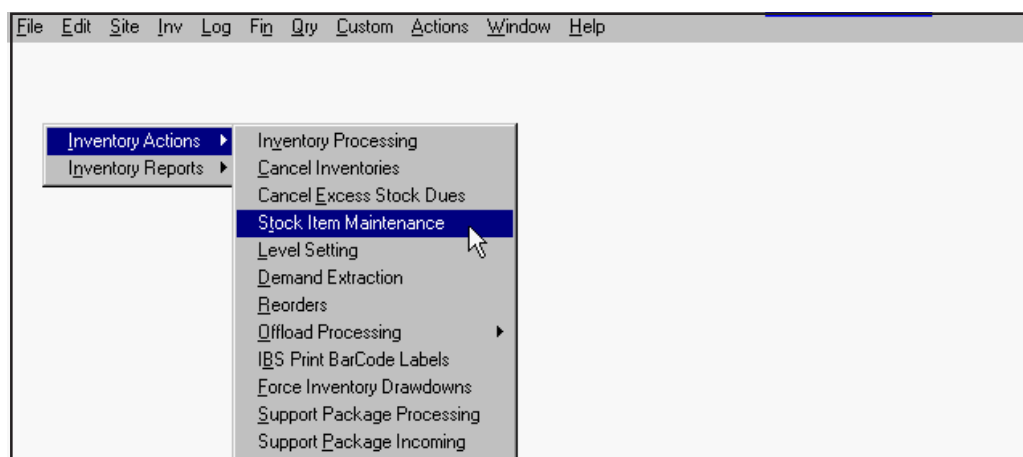
**NOTE:** This process will generate the Excess Stock Cancellation Request Report, which contains cancellation requests and follow-up documents. The process will not generate cancellation requests for suffixed documents. An excess on-order quantity exists when the on-hand quantity plus stock-due quantity minus the requisitioning objective (RO) is greater than zero.

[3] **Date Range.** This option allows you to enter a date range for outstanding requisitions. The system only considers transactions within this date range and meeting other selection criteria for cancellation.

[4] **Include Substitutes.** This option allows you to consider applicable substitutes when computing the total on-hand quantity for each NIIN.

(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

(e) **Step 5.** Select the Close Screen Option to exit from this process.



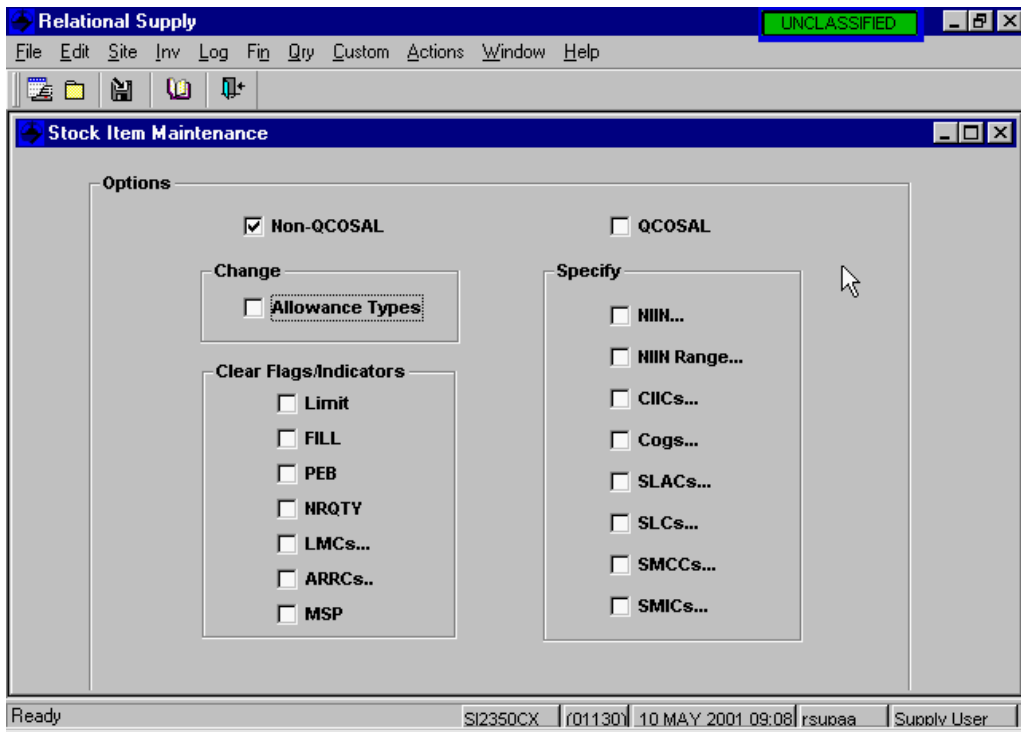
*invm009.pcx*

#### f. To Maintain Stock Item Data.

(1) **General.** The Stock Item Maintenance Option allows you to update records by changing and deleting certain constant data elements. This function reduces the time-consuming task of entering information to each individual stock-item record by posting changes on all the records within given parameters.

(2) **Procedures.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Inventory Actions Submenu, select the Stock Item Maintenance Option.



*RSupInv22.pcx*

- (b) **Step 2.** On the Stock Item Maintenance Screen, the system automatically selects the NonQ-COSAL Option (default setting).
- (c) **Step 3.** Select the Allowance Type Option within the Change Group Box, if necessary. This option allows you to change NIIN records with an AT code of 6, 7, or 8 with a link to an allowance item to an AT code of 9.
- (d) **Step 4.** Select one or more of the following options from the Clear Flags/Indicators Group Box:
- [1] **Limit Flags.** This option allows you to select to remove limit flags from all items during this process.
  - [2] **FILL Indicators.** This option allows you to remove all FILL indicators from all items during this process.
  - [3] **Pre-expended Bin Indicators.** This option allows you to select to remove these indicators from all items during this process.
  - [4] **Nonrecurring Quantity.**
  - [5] **Local Management Codes.** This option allows you to select to remove these codes from all items during this process.

**NOTE:** PEB does not apply to Q-COSAL material. Stock item records that cite and LMC of \$\$ are the result of interactively reducing the value of the requisitioning objective (RO) below the total of authorized allowances. The MSI function also sets a *limit flag* automatically when you execute this action. Therefore, the system will not allow you to set an LMC of \$\$ using the Stock Item Maintenance Function. The system does not generate an error report for this condition.

[6] **Automatic Reorder Restriction Codes.**

[7] **Maintenance Support Package.**

(e) **Step 5.** Select one or more of the following options from the Specify Group Box:

[1] NIIN,

[2] NIIN Range,

[3] CIICs,

[4] Cogs,

[5] SLACs,

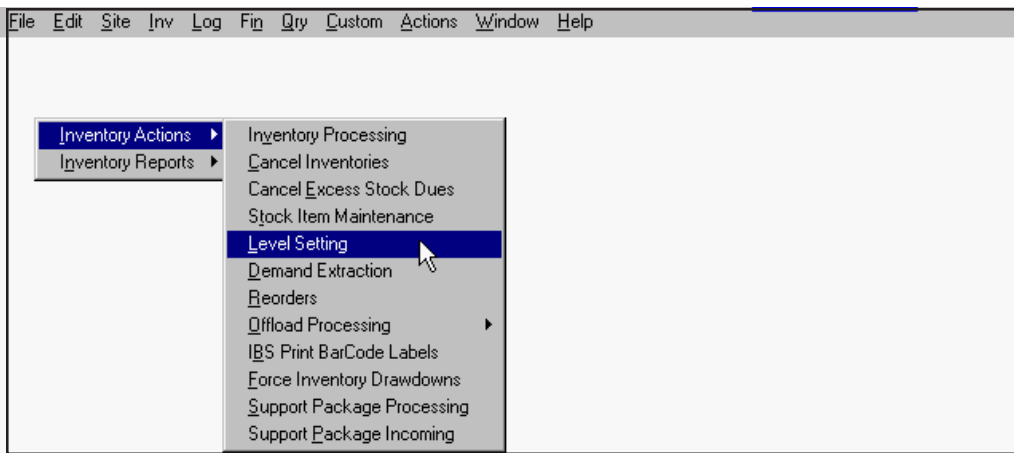
[6] SLCs,

[7] SMCCs,

[8] SMICs.

(f) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for job-processing. Request approval under site-processing.

(g) **Step 7.** Select the Close Screen Option to exit from this process.



invn010.pcx

**g. To Execute a Levels-setting Process.**

- (1) **General.** The Levels Setting Option allows the Supply Officer to modify current demand-processing parameters in accordance with TYCOM directives.
- (2) **Definition.** The levels-setting process is a management function that provides you with a systematic review of demand and frequency information that the system accumulated for stock-item records. The options and controls available through screen input will determine the specific actions that you can perform. The levels-setting process will compute an *average monthly demand* (AMD) using recorded demand and frequency and sets action points such as *requisitioning objective* (RO) and *reorder point* (RP) based on the AMD. The system excludes Q-COSAL material as well as material with a Cog of 9X, 8A, and 0I from this process.
- (3) **Basic Parameters Option.**
  - (a) **General.** This option (tab) allows you to set, adjust, or both set and adjust current values that the system uses in the levels-setting process. This process computes an *average monthly demand* (AMD) based on recorded demand and frequency information and sets action points: *requisitioning objective* (RO) and *reorder point* (RP).
  - (b) **Procedures.** The step-by-step procedures for this process are as follows:
    - [1] **Step 1.** On the Inventory Actions Submenu, select the Level Setting Option.



**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Level Setting**

**Basic Parameters** Exclude Demand Records Allowance Parameters

**Date Range**

Surface Aviation

From: MAR 1999 MAR 1999

To: FEB 2001 FEB 2001

**DBI**

Qualification Retention

Period: 6 Period: 24

Frequency: 2 Frequency: 1

**Computation Factors**

Current Month/Year: MAY 2001

Economic Retention Dollar Value: 100.00

Percent of RO: 50

Demand Trend Test%: 100

Recomputation Test %: 50

**Designate Material**

☒ Non-Repairables

☒ Repairables

☒ Field Level Repairables

**Optional**

☐ ATCs...

☐ COGs...

☐ LMCs...

☒ Trial Run

Ready SI2355CA r011301 10 MAY 2001 09:09 rsupaa Supply User

RSupInv23.pcx

**NOTE:** The system uses the dates in this base period to determine applicable demand information and compute the AMD. The period may vary from one to 24 months in length. To change a value, enable the data block (double click) and select the appropriate dates from the list that appears.

**NOTE:** The system uses the data in this group box to qualify an item as demand based. This factor depends on the total frequency of demand that the system recorded in the time frame you specified. To change a value, enable the data block and enter the appropriate data.

- [2] **Step 2.** On the Level Setting Screen, ensure the Basic Parameters Option (Tab) appears enabled or select it to enable it. Each of the data blocks will show the current values on file.
- [3] **Step 3.** Select one of the following options from the Date Range Group Box:
  - [a] **From.** Enter the starting month and year of the period for your data range.
  - [b] **To.** Enter the ending month and year of the period for your data range.
- [4] **Step 4.** Enter data as appropriate to the data blocks in the DBI Group Box:
  - [a] **Qualification.**
    - {1} **Period.** Enter the number of months that the system will consider as the demand period.
    - {2} **Frequency.** Enter the number of requests that an item will require within the demand period to qualify as demand based.

**[b] Retention.**

**{1} Period.** Enter the number of months that the system will consider as the retention period.

**{2} Frequency.** Enter the number of requests that an item will require within the demand period to remain as demand based.

**[5] Step 5.** Enter data as appropriate to the Computation Factors Group Box:

**[a] Current Month/Year.** This is usually the current month and year, but you may enter one month in advance.

**[b] Economic Retention Dollar Value.** This is the dollar value that an item must not exceed before the system will consider it for economic retention.

**[c] Percent of RO.** This is the value that the system uses to compute the RP for non-DBI material.

**[d] Demand Trend Test %.** This is the value that the system uses to limit the number of records that appear on the Demand History Report. Only those records that have an increase or decrease percentage in excess of this value will appear. This value also is for use in the demand trend test that determines whether the newly computed AMD for a stock item varies significantly from the former AMD.

**[e] Recomputation Test %.** This is the value that the system uses to determine whether current stock levels for DBI material require recomputation. This will help prevent massive adjustments to RO values which would result in significant changes to AMD values. (The suggested range of values for this percentage is 020 to 030.)

**[6] Step 6.** Select one of the following options from the Designate Material Group Box:

**[a] Nonrepairables.** This option allows you to select to include consumable material for this process.

**[b] Repairables.** This option allows you to select to include repairable material for this process.

[c] **Field level Repairables.** This option allows you to select to include field-level repairable material for this process.

[7] **Step 7.** Select one of the following options from the Optional Group Box:

[a] **ATCs.** This option allows you to select specific allowance type codes for this process.

[b] **Cogs.** This option allows you to select specific cognizance symbols for this process.

[c] **LMCs.** This option allows you to select specific local management codes for this process.

[d] **Trail Run.** This option allows you to select to execute a trail run for this process.

[8] **Step 8.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

[9] **Step 9.** Select the Close Screen Option to exit from this process.

### (c) Computations.

[1] **DBI.** The system assigns a DBI allowance to items meeting *demand-based-item* (DBI) criteria for use in the levels-setting process. Generally, DBI records experience at least two *frequencies* in a six-month period to qualify and must continue to have at least one *frequency* every 12 months to retain its qualification. The system considers each request for material (issue or requisition) as *one* frequency and the amount of the request is the demand. For example, a requisition for 10 gaskets is one frequency and ten demands.

[2] **DBI RO.** The system computes the value of the DBI RO based on *AMD*, *unit price*, and *operating level multiplier* (OLM). The product of this computation is the operating level (OL), which the system adds to the value of the RP to obtain the value of the RO. Adding a value of *.999* to the computed RO will cause the system round off the DBI RO by eliminating any places beyond the decimal. The formula for the DBI RO is RP plus OL.

- [3] **Non-DBI RO.** The system computes the value of this parameter based on the quantities of AVCAL, COSAL, BCOSAL, TARSL, NWCOS, FILL, and MLoad materials as shown below:
- [a] **T-AFS.** On these ships, the value of the non-DBI RO is the sum of COSAL and FILL quantities.
  - [b] **CVN, LHA, LHD, and MALS.** At these units, the value of the non-DBI RO is the sum of the larger of COSAL or BCOSAL quantities plus the AVCAL quantity. If an MLoad quantity is available, use that quantity instead.
  - [c] **AS.** On these units, the value of the non-DBI RO is the sum of the larger of the COSAL components (COSAL and NWCOS) plus the TARSL or the MLoad.
- [4] **DBI RP.** This is the sum of the value of the *order and shipping time* (OST) level and the value of the *safety level* (SL). The system does not round off the DBI RP, it just drops all numbers after the decimal point.
- [5] **Non-DBI RP.** This is result of subtracting one from the value of the RO or a percentage of the RO if you enter a percentage value in levels parameters.
- [6] **AMD.** The value of this parameter is the total amount of demand that the system accumulated during the base period divided by the effective number of months in the period.
- [a] If the record was in existence (IAW date item established) for only a portion of the base period, the system uses the number of months that it did exist to compute the AMD. This applies whether the record existed for one month or twenty months.
  - [b] If the record existed for a period greater than the base period, then the system will use the base period to compute the AMD.
- [7] **SL.** This value of this parameter depends on the AMD and any authorized allowance quantity. The system maintains a *safety level* (SL) for DBI records as a buffer to reduce the number of times personnel will report an item as *not in stock* (NIS). The value of the SL is equal to the value of the AMD multiplied by the SL factor. The SL factor is one of the parameters in levels-setting criteria. The following constraints apply as well:

- [a] **T-AFS.** On these ships, the value of the SL should not be less than the sum of the COSAL and FILL quantities.
- [b] **CVN, LHA, LHD, and MALS.** For these units, the value of the SL is result of multiplying the SL factor by the value of the AMD. The system compares the results to any authorized allowance quantity. The SL will be the greater of the two.
- [c] **AS.** At these units, the value of the SL should not be less than the larger of the sum of COSAL components (COSAL, NWCOS) and TARSSL or the Mload quantity.
- [8] **OST.** The value of the *order and shipping time* (OST) depends on the average monthly demand.
- [9] **DBI OST.** The value of the is DBI OST the result f multiplying the value of the OST by the value of the AMD.
- [10] **OL.** The *operating level* (OL) for DBI records depends on the AMD and unit price.
  - [a] The formula for determining the OL of stock for records with a Cog other than 0\_ and a unit price greater than zero is DBI OL = [square root (AMD + unit price)] x OLM or DBI OL = RO – RP.
  - [b] The formula for determining the OL of stock for records with a Cog of 0\_ and a unit price greater than zero is DBI OL = [square root (AMD + unit price)] x OLM or DBI OL = RO - RP.
  - [c] The formula for determining the OL of stock for records with a Cog of 0\_ and a unit price equal to zero or unassigned is: DBI OL = (minimum months in operating level) x AMD.

The operating-level (OL) quantity should not be greater than the value of the OLM minimum multiplied by the value of the AMD. Nor should it be less than the value of the OLM minimum multiplied by the value of the AMD.

invb039.pcx

#### (4) Exclude Demand Records Option.

- (a) **General.** Select this option (tab) to exclude specific months from the *demand base period*. By selecting the month and year you wish to exclude from demand-history processing, the system will compare month and year to the month and year within the appropriate base period. Then, the system will exclude demand and frequency information for these months from the process. You can exclude up to 18 months of date. This procedure allows you to use the months that will provide the most realistic reorder procedure by excluding inactive months or periods of extremely high demand such as an *engineering light off evaluation*.
- (b) **Procedures.** The step-by-step procedures for this process are as follows:
- [1] **Step 1.** On the Inventory Actions Submenu, select the Level Setting Option.
  - [2] **Step 2.** On the Level Setting Screen, ensure the Exclude Demand Records Option (Tab) appears enabled or select it to enable it. Each of the data blocks will show the current values on file.

**NOTE:** The number of months that you exclude as well as the number of months remaining will appear at the bottom of the screen.

- [3] **Step 3.** Select month-and-year data blocks from the Aviation Group Box that you wish to exclude from this process.
- [4] **Step 4.** Select month-and-year data blocks from the Surface Group Box that you wish to exclude from this process.
- [5] **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- [6] **Step 6.** Select the Close Screen Option to exit from this process.

The screenshot shows the 'Relational Supply' application window with the 'Level Setting' sub-window open. The 'Allowance Parameters' tab is selected, displaying a table of parameters for five categories (AT1 to AT5). The parameters include Order / Shipping Time FILL, Order / Shipping Time Non-FILL, Safety Level Factor, Operating Level Multiplier (OLM1), Months in Operating Level (MAX1), Month in Operating Level (MIN1), Operating Level Multiplier (OLM2), Months in Operating Level (MAX2), and Months in Operating Level (MIN2). All values are set to 1.0, 2.0, 2.5, 3.0, 5.0, or 6.0.

	AT1	AT2	AT3	AT4	AT5
Order / Shipping Time FILL:	1.0	1.0	1.0	1.0	1.0
Order / Shipping Time Non-FILL:	2.0	2.0	2.0	2.0	2.0
Safety Level Factor:	2.5	2.5	2.5	2.5	2.5
Operating Level Multiplier (OLM1):	6.0	6.0	6.0	6.0	6.0
Months in Operating Level (MAX1):	6	6	6	6	6
Month in Operating Level (MIN1):	2.5	2.5	2.5	2.5	2.5
Operating Level Multiplier (OLM2):	5.0	5.0	5.0	5.0	5.0
Months in Operating Level (MAX2):	3	3	3	3	3
Months in Operating Level (MIN2):	1.0	1.0	1.0	1.0	1.0

The status bar at the bottom shows 'Ready', 'SI2355CC', 'r99237', '25 AUG 1999 15:04', 'rsuadm6', 'Supply Officer', and '3:05 PM'.

invb040.pcx

## (5) Allowance Parameters Option.

- (a) **General.** This option (tab) allows you to access the management function that provides automatic review of demand and frequency information that the system accumulated for *stock-item* transactions. The options that are available to you through screen input will determine the specific actions that you can accomplish. The default values that appear on the screen are from the Demand Parameters Function.

(b) **Procedures.** The step-by-step procedures for this process are as follows:

- [1] **Step 1.** On the Inventory Actions Submenu, select the Level Setting Option.
- [2] **Step 2.** On the Level Setting Screen, ensure the Allowance Parameters Option (Tab) appears enabled or select it to enable it. Each of the data blocks will show the current values on file.
- [3] **Step 3.** Change parameter factors for this process as necessary. The system initiates a management function that automatically compares demand and frequency information that it has accumulated to stock-item transactions. The options available to you may include the following:
  - [a] Order-and-shipping time for FILL material,
  - [b] Order-and-shipping time for nonFILL material,
  - [c] Safety-level factor,
  - [d] Operating level multiplier one (OLM1),
  - [e] Maximum number of months in OLM1 (Max1),
  - [f] Minimum number of months in OLM1 (Min1),
  - [g] Operating level multiplier two (OLM2),
  - [h] Maximum number of months in OLM2 (Max2),
  - [i] Minimum number of months in OLM2 (Min2).
- [4] **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- [5] **Step 5.** Select the Close Screen Option to exit from this process.

(d) **Business Rules.** The following are the business rules that apply to this area:

- [1] The system updates *allowance type codes* (ATC) based on allowance quantities, demand, frequency, or changes in substitute or interchangeable relationships with established stock items.

**NOTE:** Ensure you enter revised parameter data in tenths of months. You can enter data in each of the categories above for AT codes 1, 2, 3, 4, and 5.



**NOTE:** If the result of multiplying the on-hand quantity by the unit price is less than the economic retention value, the AT code should be equal to 7. If the result of multiplying the on-hand quantity by the unit price is greater than the economic retention, the AT code should be equal to 6.

- [2] The system deletes stock-item records when an item has no authorized allowance, no on-hand quantity or no due quantity or when the No Drop Indicator (NDI) is **not** set and does not meet your established retention criteria. (This generally indicates that the system recorded no demand in the past 12 months.)
- [3] The system deletes demand information that is over 24 months old.
- [4] Do not adjust stock levels if your activity is undergoing ILO or ReAVCAL processing until allowance-list processing is complete and you resume regular supply operations.
- [5] The following nonQ-COSAL AT Code Assignment Chart applies:

Group 1 Allow.	Group 2 Allow.	Group 3 Allow.	Group 4 Allow.	On-hand/Due	Substitute	DMD	AT Code
Yes	No	N/A	No	N/A	N/A	N/A	1
No	Yes	N/A	No	N/A	N/A	N/A	2
Yes	Yes	N/A	No	N/A	N/A	N/A	3
No	No	Yes	No	N/A	N/A	N/A	4
No	No	No	Yes	N/A	N/A	N/A	5
NO	No	No	No	Yes	No	N/A	6 (1)
No	No	No	No	Yes	No	N/A	7 (1)
No	No	No	No	N/A	No	Yes	8
No	No	No	No	N/A	Yes	No	9

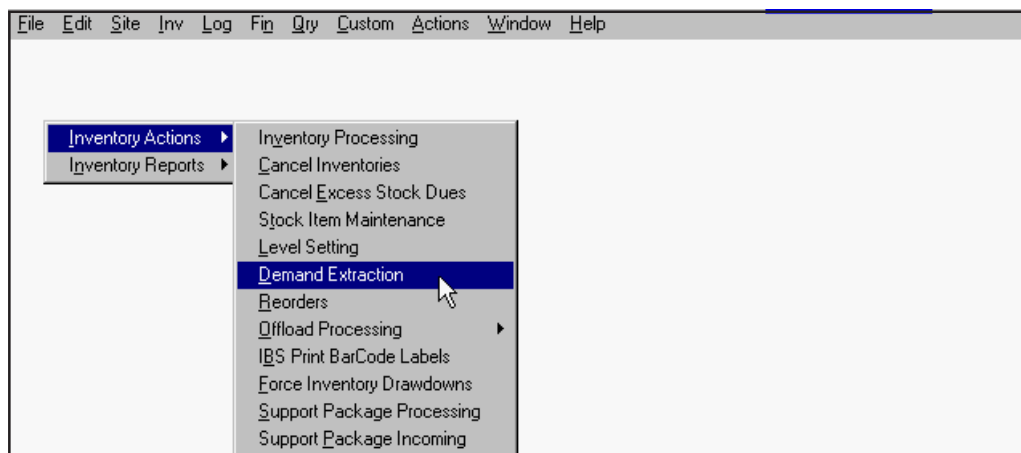
- [6] Group 1 allowance material consists of *boat haven, dental, medical*, HME, RADIAC, SPETERL, LAMPS, MAM, *nuclear weapons, operating space items, test bench installations*, and *strategic weapons*.
  - [7] Group 2 allowance material consists of AVCAL, FILL, GPETE, *training squadron allowances*, and TARSL.
  - [8] Group 3 allowance material consists of *demand based items*.
  - [9] Group 4 allowance material consists of *miscellaneous load items*.
- (e) **Output.** The following are the reports that the system generates for this process:
- [1] **Part 1 - Summary of Changes.** This report provides summary totals by money value for RO and RP before and after processing. It also shows the net money value change in stock levels and provide record counts for the following stock-item records:

- [a] RO changes;
- [b] Additions and deletions from the DBI category;
- [c] AT code 4, 6, 7, 8, or 9 assignments;
- [d] Deletions from stock.

Review this report and compare it with previous reports ensure consistency and prevent erroneous processing or improper request parameters.

- [2] **Part 2 - Detail Ledger Code.** This report provides a summary of money-value and record-count changes made to stock-item records by ledger code and AT code 1 through 5. Use the report in conjunction with Part 1 to isolate questionable changes to RO or RP within a particular ledger and AT code. Record counts for individual AT codes should remain fairly consistent from month to month, except when you execute a levels-setting process after load-list processing.
- [3] **Part 3 - DBI Qualified Records Less Than Six Months Old.** This report contains detailed information for stock-item records in the DBI category that have a date item established of less than six months. The AMD computation for these items has special considerations as follows:
  - [a] Review each record and the demand information shown and then determine whether the computed RO and RP are adequate.
  - [b] The system will generate a separate Part 3 for *nonrepairables*, *repairables*, and *field level repairables*.
- [4] **Part 4 - High Demand Listing with Demand Sub-Records.** This report contains those stock-item records whose newly computed AMD is significantly greater. The demand test percentage specified in the request parameters will determine the records. Review this listing to determine the validity of the increased demand information shown.
- [5] **Part 5 - Low Demand Listing with Demand Sub-Records.** This report contains those stock-item records whose newly computed AMD is significantly lower. The demand test percentage specified in the request parameters will determine the records. Review this listing to determine the validity of the decreased demand information shown.

- [6] **Part 6 - Records Changed To ATC 4.** This report lists records that the system added to the DBI category because of demand experienced during the specific period of request parameters. Review each item to determine whether you should put it in stock.
- [7] **Part 7 - Records Changed to ATC 6.** This report lists records that the system assigned to the excess category because of lack of demand during the period of request parameters. Review each item to determine why the material is no longer in use. Material on this listing is subject to offload processing if you do not change the ATC.
- [8] **Part 8 - Records Changed To ATC 8.** This report lists records that have experienced demand, but not enough demand to become demand-based items.
- [9] **Part 9 - Records Changed To ATC 9.** This report lists records that are substitutes for prime records.
- [10] **Part 10 -Records Dropped From Stock.** This report lists records that the system dropped from the Stock Item Table. Review each item to determine whether the system dropped a record because it did not record legitimate demand information properly. Records will remain on the Stock Item Table with an inactive designation.



inv011.pcx

#### h. To Extract Demand Data.

- (1) **General.** The Demand Extraction Option allows you to create or receive demand information from another SNAP I activity. It also allows you to select *aviation demand data* or *surface demand data* or both. The deletion or transfer of demand data requires use of an option for one of the following:

- (a) To generate an output file to hold demand data for a specific receiving UIC,
- (b) To adjust the range of inventory items containing demand data by deleting stock items meeting certain criteria.

This capability is useful to activities preparing for deployment to operations in unusual or for special operating environments in which an activity operates.

- (2) **Procedures.** The step-by-step procedures for this process are as follows:

- (a) **Step 1.** On the Inventory Actions Submenu, select the Demand Extraction Option.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Demand Extraction**

**Options**

Receiving UIC:  ☐ RSupply Activity

**Selection**

☒ Create Demand Tape  
☐ Delete Demand Records

**Demand Type**

☐ Aviation ☐ Surface

**Exclude Allowance Type Codes**

**Selection Parameters**

1	COSAL
2	Load List
3	COSAL/Load Lis
4	DBI
5	TYCOM
6	Excess
7	Econ Ret
8	Not Carried
9	Substitute

**Selected Parameters**

**Exclude Demand Records**

**Demand Month/Year**

<input type="checkbox"/> Sep 1997	<input type="checkbox"/> Sep 1998
<input type="checkbox"/> Oct 1997	<input type="checkbox"/> Oct 1998
<input type="checkbox"/> Nov 1997	<input type="checkbox"/> Nov 1998
<input type="checkbox"/> Dec 1997	<input type="checkbox"/> Dec 1998
<input type="checkbox"/> Jan 1998	<input type="checkbox"/> Jan 1999
<input type="checkbox"/> Feb 1998	<input type="checkbox"/> Feb 1999
<input type="checkbox"/> Mar 1998	<input type="checkbox"/> Mar 1999
<input type="checkbox"/> Apr 1998	<input type="checkbox"/> Apr 1999
<input type="checkbox"/> May 1998	<input type="checkbox"/> May 1999
<input type="checkbox"/> Jun 1998	<input type="checkbox"/> Jun 1999
<input type="checkbox"/> Jul 1998	<input type="checkbox"/> Jul 1999
<input type="checkbox"/> Aug 1998	<input type="checkbox"/> Aug 1999

**Number of Months Excluded:**   
**Number of Months Remaining:** 24

Ready SI2365CX (99237) 25 AUG 1999 15:06 rsubadm6 Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 3:06 PM

invb041.pcx

- (b) **Step 2.** On the Demand Extraction Screen, select one or both of the following options from the Selection Group Box (within the larger Options Group Box);
  - [1] **Create Demand Tape.** This option allows you to select to create a demand tape.
  - [2] **Delete Demand Records.** This option allows you to select to delete demand records.

(c) **Step 3.** If you selected to generate a demand tape, enter the appropriate UIC to the data block in the Receiving UIC Group Box (within the larger Options Group Box).

(d) **Step 4.** Also, select one or both of the following options from the Demand Type Group Box (within the larger Options Group Box);

[1] **Aviation.** This option allows you to select to include aviation demand data in this process. The system selects only issue demand data.

[2] **Surface.** This option allows you to select include surface demand data in this process. The system selects only issue demand data.

(e) **Step 5.** To exclude specific allowance type codes from processing, select from one to eight of the following options from the Exclude Allowance Type Codes Group Box;

[1] COSAL,

[2] Load List,

[3] COSAL and Load List,

[4] DBI,

[5] TYCOM,

[6] Excess,

[7] Economic retention,

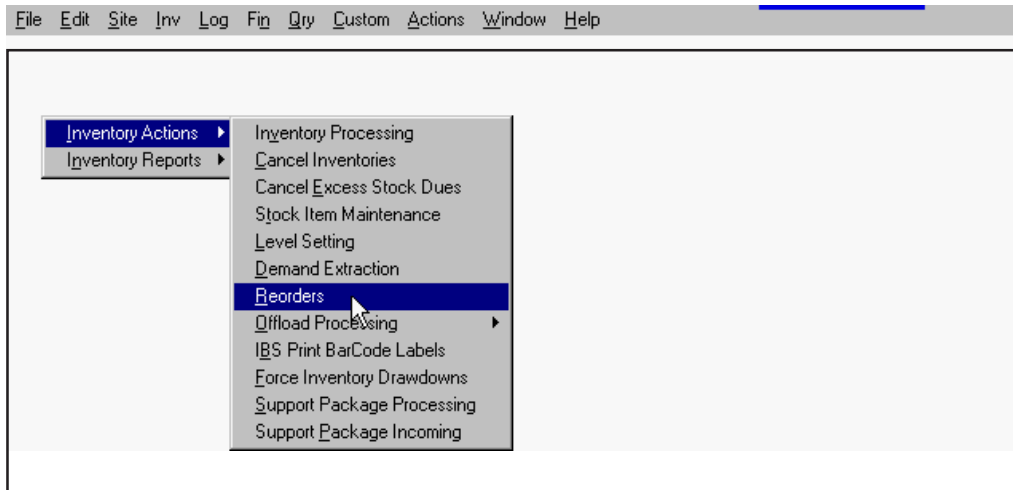
[8] Not carried,

[9] Substitute.

To exclude a specific type of material, select it from the Selection Parameters List (on the left) and then the Add Option to move it to the column on the right. Likewise, to include a specific type of material, select it from the Selected Parameters List and then the Remove Option to move it to the column on the left.

(f) **Step 6.** To exclude specific demand records from processing, select up to eleven months from the Demand Month/Year Group Box (within the larger Exclude Demand Records Group Box).

- (g) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing.
- (h) **Step 8.** Select the Close Screen Option to exit from this process.



invm012.pcx

**i. To Process an Automatic Reorder.**

- (1) **General.** The Reorders Option allows you to select and enter information to create a *batch job* for an *automatic-reorder* process. Once activated, the Batch Reorder Program will identify items that are in a reorder condition. It allows you to enter options and parameters that the system will use in computing the reorder quantity and in generating computer-generated requisitions.
- (2) **Automatic Reorder.** This process reviews stock-item records, identifies those that are in a deficient condition, and prints them to the Reorder Review Listing. It also formats a requisition for all stock items with a computed final deficiency that is greater than zero unless it is a trial option. Default values that appear on the Reorder Screen are from the Requisition Offload Values Screen within the Site Module.
- (3) **Reorder Type.** The list of indicators for force activities is as follows:

Reorder Type	Record Selection
Routine	All records considered for reorder.
FILL	Records with FILL indicator set.
NonFILL	Records with FILL indicator not set.
AVCAL Increase	AVCAL records with the nonrecurring quantity greater than zero.
COSAL or Load List Increase	COSAL or load-list records with a nonrecurring quantity greater than zero.

**(4) RSupply Changes.**

- (a) Option C for FILL material now checks for a FILL indicator instead of a FILL item number, which has been eliminated.
- (b) Option D for non-FILL material now checks for the absence of a FILL indicator instead of a FILL item number set to zero.
- (c) Option E for AVCAL increases now verifies that a line item with an NRQty greater than zero also has a def-to-RO status before generating a requisition.
- (d) Option F for COSAL and load-list increases now also verifies that a line item with an NRQty greater than zero has def-to-RO status before generating a requisition.
- (e) The All Option now is standardized among all platform types to split each 7\_ COG item's total deficiency into multiple requisitions with a quantity of one.
- (f) This function no longer probes the NDC of RTF for reusable requisition data.
- (g) This function no longer assigns an advice code of 5T to each Option F requisition for non-7\_ COG material at a USID B activity.
- (h) This function no longer assigns a service designator of N to each option E or F requisition for 7\_ COG material at USID C and M activities. It now assigns a service designator from the Requisition/Off load Values Site Screen.
- (i) This function no longer assigns serial numbers to requisitions until they are selected for release off-ship. Then, they are assigned sequentially only to release-tagged requisitions based on the next available stock requisition document number on the Activity Serial Screen.

**(5) Procedures.** The step-by-step procedures for this process are as follows:

- (a) Step 1.** On the Inventory Actions Submenu, select the Reorders Option.

invxx12.pcx

- (b) **Step 2.** On the Reorder Screen, select the down arrow that appears to the right of the Type Data Block and then a reorder type from the list that appears.
- (c) **Step 3.** Select one of the following options as appropriate;
- [1] **Domestic.** This option allows you to identify that your ship is operating in US territorial waters.
  - [2] **Overseas.** This option allows you to identify that your ship is deployed.



invxx13.pcx

(d) **Step 4.** Select the down arrow that appears to the right of the Computation Data Block and then a reorder computation method from the list that appears. This allows you to select the method of computing deficient quantities, the use of substitute items, and the method of computing substitute excess quantities against the computed deficient quantity.

(e) **Step 5.** Select the Trial Run Option if necessary.

(f) **Step 6.** Enter priority values for the following options within the Priorities Group Box;

- [1] Routine,
- [2] NIS,
- [3] Repairable.

(g) **Step 7.** Enter the appropriate data to the following data blocks;

- [1] Advice Code,
- [2] Julian Date,
- [3] RDD,
- [4] RI To,
- [5] Distribution Code.

(h) **Step 8.** Select one or more of the following options from the Selections Group Box;

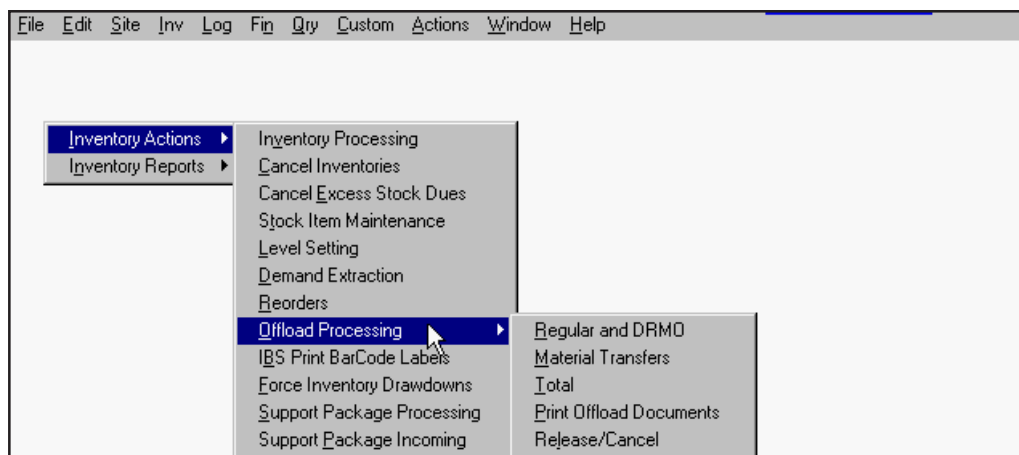
**NOTE:** The values that are currently on file appear on the screen.

**NOTE:** The values that are currently on file appear on the screen.

- [1] **Nonrepairables.** This option allows you to select to include all material *not* designated as repairable in this process.
  - [2] **Repairables.** This option allows you to select to include all material with an MCC of D, E, G, H, Q, or X in this process.
  - [3] **LMCs.** This option allows you to select to include all material that has a local management code on file in this process.
  - [4] **ARRCs.** This option allows you to select to include all material that has an automatic reorder restriction code on file in this process.
  - [5] **NonQ-COSAL.** This option allows you to select to include all material *not* designated as Q-COSAL in this process.
  - [6] **Q-COSAL.** This option allows you to select to include all material designated as Q-COSAL in this process.
- (i) **Step 9.** Select the Apply Option from the Icon Menu Bar to finalize this process.
  - (j) **Step 10.** Select the Close Screen Option to exit from this process.
- (6) **Business Rules.** The business rules for this area are as follows:
- (a) If you select one of the following reorder types, the computation selection area will become inactive (grayed-out) and not be accessible:
    - [1] AVCAL increase,
    - [2] COSAL or load list increase,
    - [3] Q-COSAL increase.
  - (b) If you leave the Repairables Data Block blank, the system may leave the Repairable Priority Data Block blank;
  - (c) The system will write records requiring local procurement to the Error Report for identification purposes;
  - (d) If you select a substitute option, application of excess quantities of substitutes against the deficiency reduces the deficient quantity.

- (e) If the unit of issue for the substitute NIIN differs from that of the deficient NIIN, a conversion process takes place to change the substitute unit of issue to that of the deficient stock number. If conversion is not possible, the system will write the transaction to the Error Report.
- (f) If you select AVCAL increase, COSAL or load-list increase, or Q-COSAL increase, the system will reorder material only for those records that have a nonrecurring quantity greater than zero and are deficient.
- (g) The following criteria applies for **FILL**, **nonFILL**, and **routine** reorders where there is a deficiency and a nonrecurring quantity:
  - [1] If the AT code is **1**, the system assigns NAVSEA data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
  - [2] If the AT code is **2**, the system assigns NAVAIR APN-6 data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
  - [3] If the AT code is **3**, the system assigns NAVAIR APN-6 data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
- (h) The following criteria applies for COSAL and Q-COSAL increase reorders where there is a deficiency and a nonrecurring quantity:
  - [1] If the AT code is **1**, the system assigns NAVSEA data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
  - [2] If the AT code is **3**, the system assigns NAVSEA data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
- (i) The following criteria apply for AVCAL increase reorders where there is a deficiency and a nonrecurring quantity:
  - [1] If the AT code is **2**, the system assigns NAVAIR APN-6 data to satisfy the nonrecurring quantity and then NWCF data for the remainder.
  - [2] If the AT code is **3**, the system assigns NAVAIR APN-6 data to satisfy the nonrecurring quantity and then NWCF data for the remainder.

- (7) **Computations.** The following are the computations for this area:
- (a) Derive the value of the *deficiency to requisitioning objective* by adding the *total on-hand quantity*, plus the *stock-dues quantity*, plus the *substitute on-hand quantity*, plus the *substitute-due quantity*.
  - (b) Derive the value of the *deficiency to requisitioning objective* by adding the *total on-hand quantity*, plus the *stock-dues quantity*, plus the *substitute on-hand quantity*.
  - (c) Derive the value of the deficiency to requisitioning objective by adding the *total on-hand quantity* plus the *stock-dues quantity*.
  - (d) Derive the value of the deficiency to requisitioning objective as the *total on-hand quantity*.
  - (e) Derive the value of the *deficiency to reorder point* by adding the *total on-hand quantity*, plus the *stock-dues quantity*, plus the *substitute on-hand quantity*, plus the *substitute dues quantity*.
  - (f) Derive the value of the *deficiency to reorder point* by adding the *total on-hand quantity*, plus the *stock-dues quantity*, plus the *substitute on-hand quantity*.
  - (g) AVCAL, COSAL, and Q-COSAL increase reorders will consider current on-hand and stock-due quantities when determining a requisition quantity. They also will consider excess on-hand and stock-due quantities for substitute NIINs when calculating requisition quantities.
- (8) **Exceptions.** When screening stock-item records for automatic reorder processing and the following apply, the system will not process records for reorder:
- (a) The item is under inventory;
  - (b) The item has a Cog of 9X, 7Z, or 01;
  - (c) The item is undergoing Offload processing.
- (9) **Output.** The following are the products that the system generates for this process:
- [1] The system holds formatted DI AO\_ transactions for review and release by selecting the following options in turn: Logistics, Release Outgoing Transactions, and Requisitions,
  - [2] Reorder Review Listing,
  - [3] Error Listing.

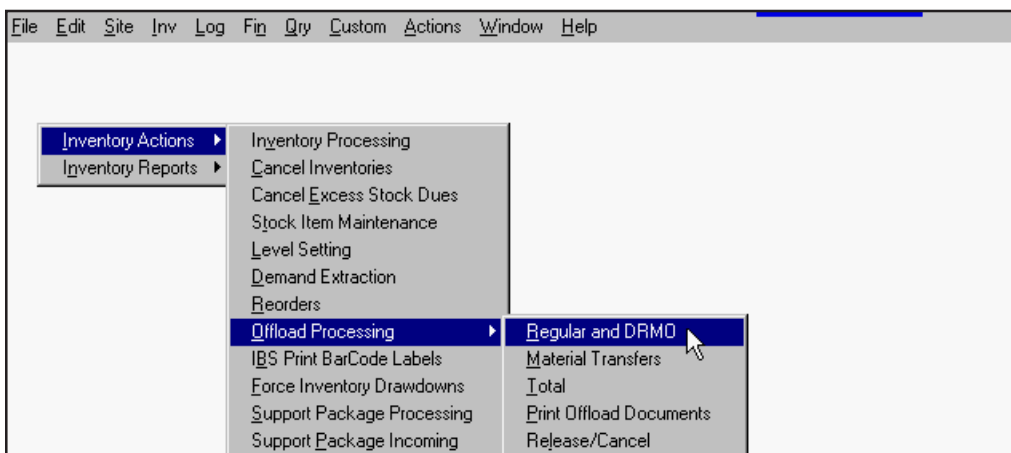


invm013.pcx

#### j. To Process an Offload.

- (1) **General.** The Offload Processing Program identifies excess material and produces offload documents for use in removing this material from your inventory.
  - (a) Return material that you offload to the NWCF inventory for use by other activities.
  - (b) DRMO will dispose of material that you offload, which fails to meet ready-for-issue standards.
  - (c) Allowance revisions, demand-history processing, improper automatic-reorder criteria, inventory gains, and improper issue and receipt processing all generate excess material.
  - (d) A successful Offload program is a multi-step process and requires expansion or reduction based upon need. These steps include the following:
    - [1] Quality assurance,
    - [2] Material consolidation,
    - [3] Inventory,
    - [4] Offload coordination with the receiving activity,
    - [5] Offload scheduling,
    - [6] Document preparation,
    - [7] Offload updates,
    - [8] Material staging,

- [9] Offload release or cancel,
  - [10] Shipping,
  - [11] Filing historical data.
- (e) Accomplish material consolidation before conducting an offload.
  - (f) Ensure you process pending issues, transfers, receipts, and suspense records before initiating offload actions.
  - (g) Limit the scope of an offload for general and specific commodities to enable you to more easily manage the offload evolution.
  - (h) Work specific storerooms or warehouse sections rather than the assets of an entire ship or warehouse.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
- (a) **Regular and DRMO.**
- [1] **General.** This option allows you to generate the type of documents that Stock Control and storeroom personnel require to process an offload.
  - [2] **Procedures.** The step-by-step procedures for this process are as follows:
    - [a] **Step 1.** On the Inventory Actions Submenu, select the Offload Processing Option.
    - [b] **Step 2.** On the Offload Processing Submenu, select the Regular and DRMO Option.



invm014.pcx

RSupInv26.pcx

[c] **Step 3.** On the Regular and DRMO Screen, select one of the following options from the Type Group Box:

- {1} **Regular.** This option allows you to view the settings for the current offload receiving activity. This will cause the system to enable the options that apply to this process.
- {2} **DRMO.** This option allows you to view the settings for the current offload DRMO. This will cause the system to enable the options that apply to this process.

[d] **Step 4.** Enter the appropriate information to the following data blocks in the Receiving Activity Group Box;

- {1} **Srv/UIC.** This option allows you to modify the service designator and UIC of the activity that will receive the items you wish to offload.
- {2} **RI.** This option allows you to modify the routing identifier of the activity that will receive the items you wish to offload.

{3} **Name.** This option allows you to modify the name of the activity that will receive the items you wish to offload.

{4} **EMV Range.** This option allows you to specify the high and low EMV values that you want the system to consider for the items you wish to offload.

[e] **Step 5.** If applicable, enter the appropriate information to the following data blocks in the DRMO Group Box;

{1} **Srvc/UIC.** This option allows you to modify the service designator and UIC of the DRMO activity for the items you wish to offload.

{2} **RI.** This option allows you to modify the routing identifier of the DRMO activity for the items you wish to offload.

{3} **Name.** This option allows you to modify the name of the DRMO activity for the items you wish to offload.

{4} **Max EMV.** This option allows you to enter the maximum extended money value that you want the system to use for the items that you wish to offload.

[f] **Step 6.** Select one or both the following options from the Designate Material Group Box (within the larger Options Group Box);

{1} **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.

{2} **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.

[g] **Step 7.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);

{1} **DBIs.** This option allows you to select all demand-based items for this process.

{2} **HazMat.** This option allows you to select all hazardous material for this process.

**NOTE:** If you select both options, all current stock-item transactions will appear.



- {3} FILL.** This option allows you to select all FILL material for this process.
- [h] Step 8.** Select the Include Substitutes Option if you wish to include data for substitute material in this process.
- [i] Step 9.** Select a DBI Retention Factor from the list provided.
- [j] Step 10.** Select the Report by EMV Option from the Output Group Box to generate offload listings in a descending extended money value sequence.
- [k] Step 11.** Select one or both of the following options from the Options Group Box;
  - {1} NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.
  - {2} Q-COSAL.** This option allows you to include only Q-COSAL material in this process.
- [l] Step 12.** Select one or more of the following options from the Optional Group Box (within the larger Options Group Box);
  - {1} Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.
  - {2} ATCs.** This option allows you to access the Select Allow.Type Screen. On that screen, select the specific allowance type codes that you wish to include in this process.
  - {3} CIICs.** This option allows you to access the Select Controlled Item Inv. Codes Screen. On that screen, select the specific controlled item inventory codes that you wish to include in this process.
  - {4} Cogs.** This option allows you to access the Select Cognizance Symbols Screen. On that screen, select the Cogs that you wish to include in this process.

- {5} LMCs.** This option allows you to access the Select Location Management Codes Screen. On that screen, select the specific codes that you wish to include in this process.
- {6} SLACs.** This option allows you to access the Shelf Life Action Codes Screen. On that screen, select the specific codes that you wish to include in this process.
- {7} SLCs.** This option allows you to access the Select Shelf Life Codes Screen. On that screen, select the specific codes that you wish to include in this process.
- {8} SMCCs.** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process.
- {9} SMCCs (HazMat).** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process. This option is only available if you selected the HazMat Option above.
- {10} SMICs.** This option allows you to access the Select Special Material Identification Codes Screen. On that screen, select the specific codes that you wish to include in this process.

**[m] Step 13.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

**[n] Step 14.** Select the Close Screen Option to exit from this process.

**NOTE:** When you finish, select the OK Option to return the system to the Regular and DRMO Screen.

[3] **Business Rules.** Execute the Offload Processing Program regularly to remove excess inventory. Systematic processing reduces the size and complexity of required offloads. Ensure you execute it after all monthly *change notice, levels-setting, automatic reorders*, and *cancellation-of-excess-stock-due* processing to identify pure excess. The system will generate offload documents for repairable material on a one-for-one basis. It will generate offload documents for nonrepairable material for the aggregate value. You can set supply condition codes (such as NRFI, shelf life, and others) on individual documents for repairable material. The system places offload records in the offload table awaiting final disposition. The system sets an offload update/delete indicator whenever you *touch* an offload record. If you adjust a quantity or choose to release an offload record, the system sets an offload update/delete indicator of *U*. If the record is marked for deletion, the system sets an offload update/delete indicator of *U*.

[4] **Computations.** Offload processing is COSAL-type specific. To schedule or enter offload quantities to records of this type, you need to have the proper authority. Offload calculations vary based upon platform and offload type. Specific criteria for the different types of activities is as follows:

[a] **USID C or M sites.**

- { 1 } For regular and DRMO offloads, the offload quantity is equal to the total on-hand quantity, minus the sum of pack-up, NRFI, and custody quantities plus the value of the requisitioning objective.
- { 2 } For a transfer of material, the offload quantity is equal to the total on-hand quantity minus the sum of pack-up, NRFI, and custody quantities.
- { 3 } For a total offload, the offload quantity is equal to the total on-hand quantity minus the sum of pack-up, NRFI, and custody quantities.

[b] **All Other Sites.**

- { 1 } For a regular or DRMO offload, the offload quantity is equal to the total on-hand quantity minus the requisitioning objective.

- {2} For a transfer of material, the offload quantity is equal to the total on-hand quantity.
- {3} For a total offload, the offload quantity is equal to the total on-hand quantity.

[c] **Regular Offload EMV.** The system uses the calculated offload quantity to determine whether the total offload value falls within the *regular offload EMV range* or is less than the *DRMO maximum EMV*. If the quantities for a NIIN in all locations is greater than the calculated offload quantity, use the total to compute the offload value.

[d] **DRMO Maximum EMV.** When you use it in conjunction with the Regular Offload Option, the *DRMO maximum EMV* must fall within the *regular offload EMV range*.

{1} **Example:** If the regular EMV range is between \$20.00 and \$1,000,000.00, then the DRMO Max EMV must be equal or greater than \$20.00. \$100.00 is the recommended value. The system selects only items with EMV values within the regular EMV range for a regular and DRMO offload. The system will select items with a value between \$20.00 and \$100.00 for a DRMO Offload. It will select items with a value greater than \$100.00 for a regular offload. If used singularly, the system will select all material with a value up to the DRMO maximum EMV.

{2} **Example:** If the DRMO maximum EMV is equal to \$100.00, then the system selects all items with an EMV between \$0.00 and \$100.00. It does not consider items with a Cog of 7Z, 9M, and 9X for a mechanized offload. Use the following options in turn to offload these items when necessary: Logistics, Material Requirements, and External Requests.

[e] **Substitutes.** If you select to use substitutes in the offload computation, the system will reduce the offload quantity by the amount that other NIINs with a valid substitute relationship use to fill deficiencies. This applies specifically to items with an AT code of less than 6; a Cog other than 7Z, 9M, or 9X; and a prime NIIN whose quantity is less than the requisitioning objective. The system uses the newly calculated offload quantity to compute the total offload value for comparison with the *regular offload EMV range* and the *DRMO maximum EMV*.

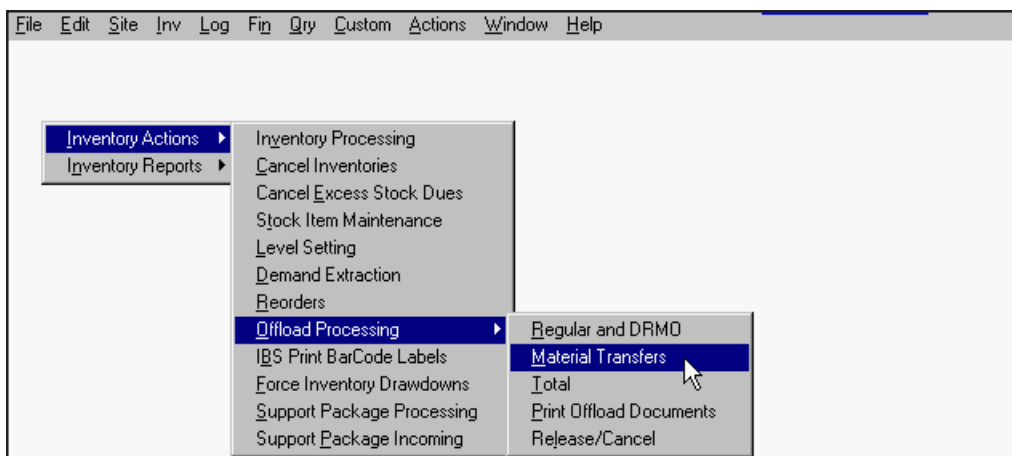
(5) **Output.** The system generates the following for this process:

- (a) The Regular/DRMO Offload Report, which provides a parameter page identifying the criteria the system used to select the offload;
- (b) A separate report for regular and DRMO offloads in NIIN, document number, or EMV sequence;
- (c) Offload documents by allowance type indicator (ATI), location range, date and serial number range, and batch job number (BJN) using the Print Offload Documents Function;
- (d) Offload documents (DD Form 1348-1A) in location sequence, not document-number sequence;
- (e) A file containing skeletonized offload records using the Print Document Offsite Function (can go offsite for use in producing multipart DD Form 1348-1A documents on high-speed printers);
- (f) The appropriate internal records for the Transaction Ledger and release or cancel records in the Offload Table using the Release/Cancel Function;.
- (g) Also, the system may release or cancel records by allowance type indicator (AT[]), location range, NIIN, date or serial number range, or batch job number (BJN).
- (h) Additionally, the system provides you with the capability to release all offload records that meet your selection criteria or only those that it updated.

## (2) Material Transfers.

- (a) **General.** This option allows you to select parameters for a massive offload of *repairable*, *nonrepairable*, and *field-level repairable* material to a specific ship or activity. You can tailor an offload process further by specifying a range of locations, NIINs, demand-based items, hazardous materials, and fleet issue-load-list items.
- (b) **Procedures.** The step-by-step procedures for this process are as follows:

- [1] **Step 1.** On the Inventory Actions Submenu, select the Offload Processing Option.



inv015.pcx

- [2] **Step 2.** On the Offload Processing Submenu, select the Material Transfers Option.

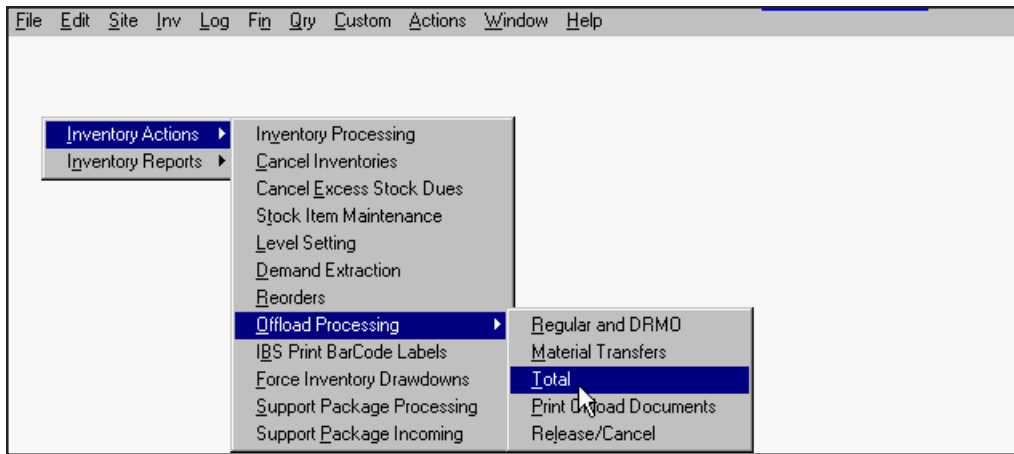
invb044.bmp

- [3] **Step 3.** On the Material Transfers Screen, enter the appropriate information to the following data blocks in the Receiving Activity Group Box;
- [a] **Srvc/UIC.** This option allows you to modify the service designator and UIC of the activity that will receive the items you wish to offload.
  - [b] **RI.** This option allows you to modify the routing identifier of the activity that will receive the items you wish to offload.
  - [c] **Name.** This option allows you to modify the name of the activity that will receive the items you wish to offload.
- [4] **Step 4.** Select one or both the following options from the Designate Material Group Box (within the larger Options Group Box);
- [a] **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.
  - [b] **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.

- [5] **Step 5.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);
- [a] **DBIs.** This option allows you to select all demand-based items for this process.
  - [b] **HazMat.** This option allows you to select all hazardous material for this process.
  - [c] **FILL.** This option allows you to select all FILL material for this process.
- [6] **Step 6.** Select the Include Substitutes Option if you wish to include data for substitute material in this process.
- [7] **Step 7.** Select the Report by EMV Option from the Output Group Box to generate offload listings in a descending extended money value sequence.
- [8] **Step 8.** Select one or both of the following options from the Options Group Box;
- [a] **NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.
  - [b] **Q-COSAL.** This option allows you to include only Q-COSAL material in this process.
- [9] **Step 9.** Select one or more of the following options from the Optional Group Box (within the larger Options Group Box);
- [a] **Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.
  - [b] **ATCs.** This option allows you to access the Select Allow.Type Screen. On that screen, select the specific allowance type codes that you wish to include in this process.
  - [c] **CIICs.** This option allows you to access the Select Controlled Item Inv. Codes Screen. On that screen, select the specific controlled item inventory codes that you wish to include in this process.



- [d] **Cogs.** This option allows you to access the Select Cognizance Symbols Screen. On that screen, select the Cogs that you wish to include in this process.
  - [e] **LMCs.** This option allows you to access the Select Location Management Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [f] **SLACs.** This option allows you to access the Shelf Life Action Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [g] **SLCs.** This option allows you to access the Select Shelf Life Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [h] **SMCCs.** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [i] **SMCCs (HazMat).** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process. This option is only available if you selected the HazMat Option above.
  - [j] **SMICs.** This option allows you to access the Select Special Material Identification Codes Screen. On that screen, select the specific codes that you wish to include in this process.
- [10] **Step 10.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- [11] **Step 11.** Select the Close Screen Option to exit from this process.



invn016.pcx

### (3) Total.

- (a) **General.** This option allows you to select material that has an on-hand quantity greater than zero for this offload process.
- (b) **Offload Processing.** This program identifies excess material and produces offload documents for use in removing this material from your inventory.
  - [1] The system returns material you offload to the NWCF inventory for use by other activities.
  - [2] Material that you offload which fails to meet *ready-for-issue* standards is subject to disposal by DRMO.
  - [3] Allowance revisions, demand-history processing, improper automatic-reorder criteria, inventory gains, and improper issue or receipt processes all generate excess material.
  - [4] A successful offload program is a multistep process that you should expand or reduce as necessary. These steps include the following:
    - [a] Quality assurance,
    - [b] Material consolidation,
    - [c] Inventory,
    - [d] Offload coordination with a receiving activity,
    - [e] Offload scheduling,
    - [f] Document preparation,
    - [g] Offload updates,

[h] Material staging,

[i] Offload release or cancellation,

[j] Shipping,

[k] Filing historical data.

[5] Accomplish material consolidation before conducting an offload.

[6] Ensure you process pending issues, transfers, receipts, and suspense records before initiating offload actions.

[7] Ensure you limit the scope of an offload for general and specific commodities to more easily manage the offload evolution.

[8] Work specific storerooms or warehouse sections rather than the assets of an entire ship or warehouse.

(c) **Procedures.** The step-by-step procedures for this process are as follows:

[1] **Step 1.** On the Inventory Actions Submenu, select the Offload Processing Option.

[2] **Step 2.** On the Offload Processing Submenu, select the Total Option.

invb045.pcx

- [3] **Step 3.** On the Total Screen, select one of the following options from the Type Group Box:
- [a] **Regular.** This option allows you to view the settings for the current offload receiving activity. This will cause the system to enable the options that apply to this process.
  - [b] **DRMO.** This option allows you to view the settings for the current offload DRMO. This will cause the system to enable the options that apply to this process.
- [4] **Step 4.** Enter the appropriate information to the following data blocks in the Receiving Activity Group Box;
- [a] **Srvc/UIC.** This option allows you to modify the service designator and UIC of the activity that will receive the items you wish to offload.
  - [b] **RI.** This option allows you to modify the routing identifier of the activity that will receive the items you wish to offload.
  - [c] **Name.** This option allows you to modify the name of the activity that will receive the items you wish to offload.

**NOTE:** If you select both options, all current stock-item transactions will appear.

[d] **EMV Range.** This option allows you to specify the high and low EMV values that you want the system to consider for the items you wish to offload.

[5] **Step 5.** If applicable, enter the appropriate information to the following data blocks in the DRMO Group Box;

- [a] **Srvc/UIC.** This option allows you to modify the service designator and UIC of the DRMO activity for the items you wish to offload.
- [b] **RI.** This option allows you to modify the routing identifier of the DRMO activity for the items you wish to offload.
- [c] **Name.** This option allows you to modify the name of the DRMO activity for the items you wish to offload.
- [d] **Max EMV.** This option allows you to enter the maximum extended money value that you want the system to use for the items that you wish to offload.

[6] **Step 6.** Select one or both the following options from the Designate Material Group Box (within the larger Options Group Box);

- [a] **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.
- [b] **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.

[7] **Step 7.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);

- [a] **DBIs.** This option allows you to select all demand-based items for this process.
- [b] **HazMat.** This option allows you to select all hazardous material for this process.
- [c] **FILL.** This option allows you to select all FILL material for this process.

[8] **Step 8.** Select the Report by EMV Option from the Output Group Box to generate offload listings in a descending extended money value sequence.

[9] **Step 9.** Select one or both of the following options from the Options Group Box;

- [a] **NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.

[b] **Q-COSAL.** This option allows you to include only Q-COSAL material in this process.

[10] **Step 10.** Select one or more of the following options from the Optional Group Box (within the larger Options Group Box);

[a] **Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.

[b] **ATCs.** This option allows you to access the Select Allow.Type Screen. On that screen, select the specific allowance type codes that you wish to include in this process.

[c] **CIICs.** This option allows you to access the Select Controlled Item Inv. Codes Screen. On that screen, select the specific controlled item inventory codes that you wish to include in this process.

[d] **Cogs.** This option allows you to access the Select Cognizance Symbols Screen. On that screen, select the Cogs that you wish to include in this process.

[e] **LMCs.** This option allows you to access the Select Location Management Codes Screen. On that screen, select the specific codes that you wish to include in this process.

[f] **SLACs.** This option allows you to access the Shelf Life Action Codes Screen. On that screen, select the specific codes that you wish to include in this process.

[g] **SLCs.** This option allows you to access the Select Shelf Life Codes Screen. On that screen, select the specific codes that you wish to include in this process.

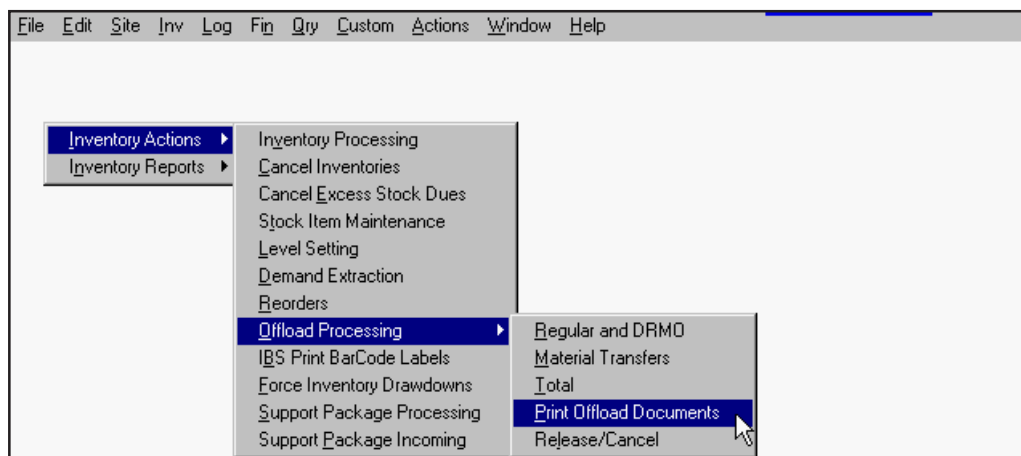
[h] **SMCCs.** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process.

[i] **SMCCs (HazMat).** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process. This option is only available if you selected the HazMat Option above.

[j] **SMICs.** This option allows you to access the Select Special Material Identification Codes Screen. On that screen, select the specific codes that you wish to include in this process.

[11] **Step 11.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

[12] **Step 12.** Select the Close Screen Option to exit from this process.



*invxx14.pcx*

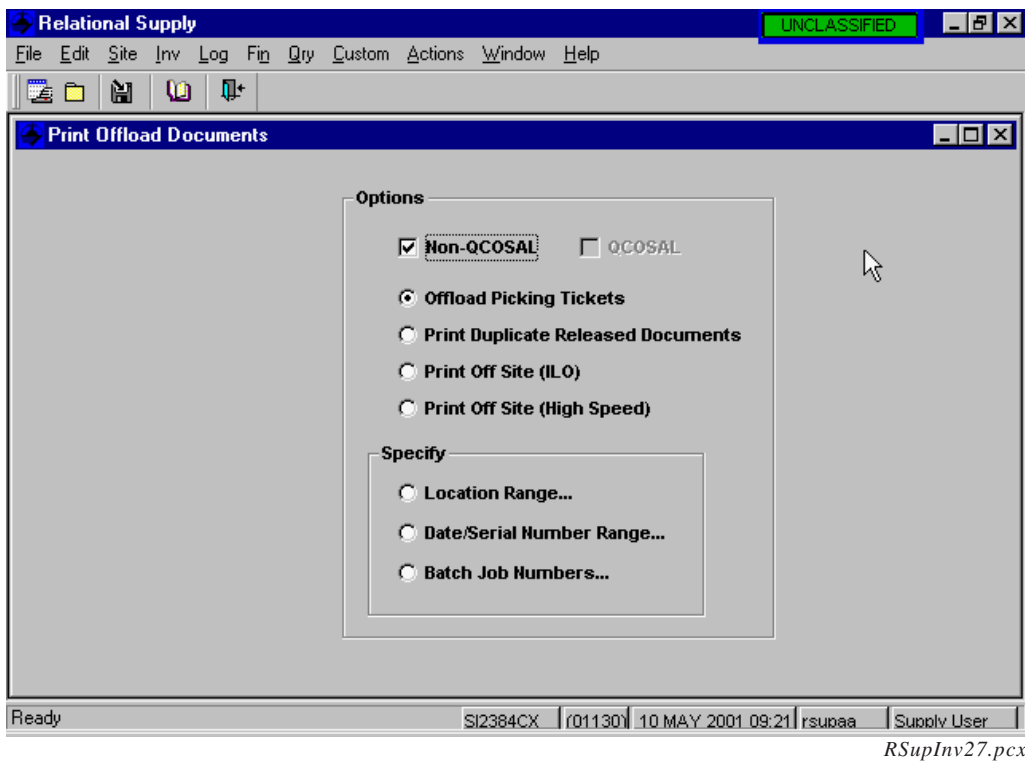
#### (4) To Print Offload Documents.

(a) **General.** The Print Offload Documents Option allows you to print offload documents that are the result of previously run offload batch jobs.

(b) **Procedures.** The step-by-step procedures for this process are as follows:

[1] **Step 1.** On the Inventory Actions Submenu, select the Offload Processing Option.

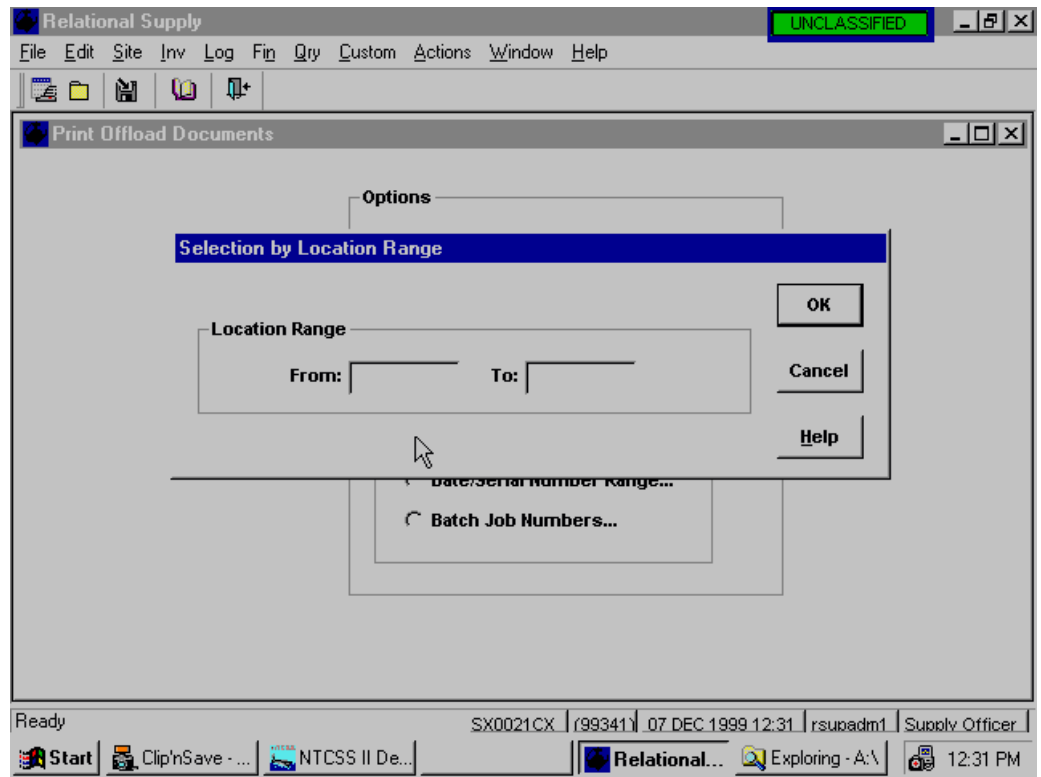
[2] **Step 2.** On the Offload Processing Submenu, select the Print Offload Documents Option.



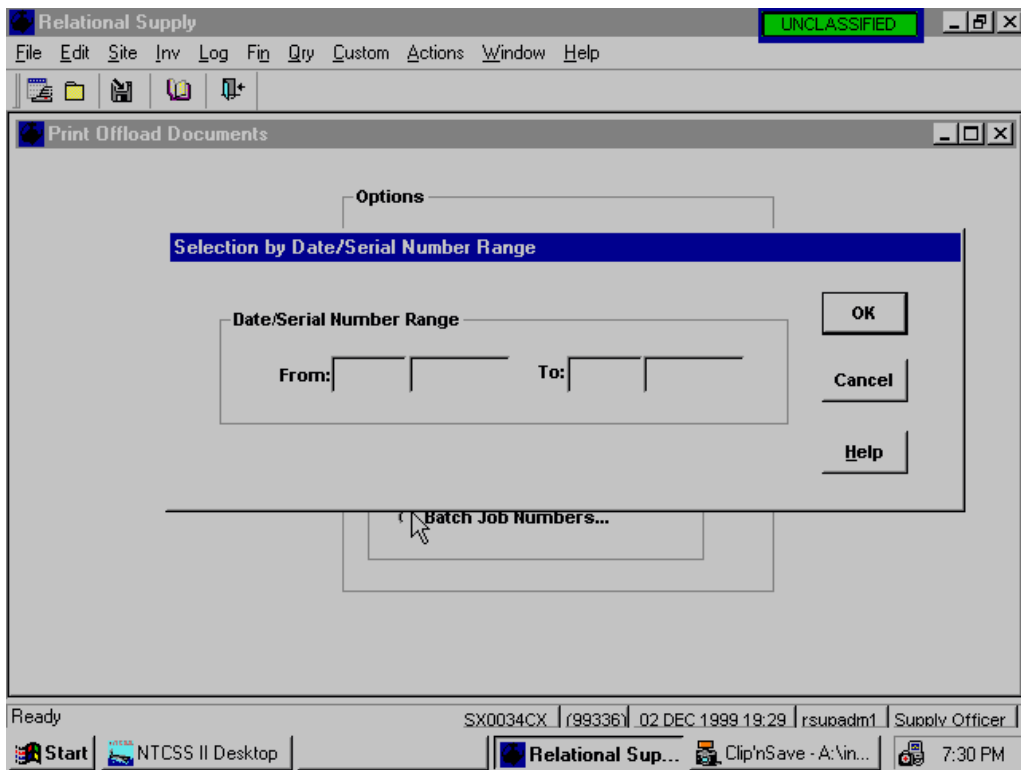
- [3] **Step 3.** On the Print Offload Documents Screen, select one or both of the following options from the Options Group Box;
- [a] **NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.
  - [b] **Q-COSAL.** This option allows you to include only Q-COSAL material in this process.
- [4] **Step 4.** Also select one of the following options from the Options Group Box:
- [a] Offload Picking Tickets,
  - [b] Print Duplicate Released Documents,
  - [c] Print Off Site (ILO),
  - [d] Print Off Site (High Speed).
- [5] **Step 5.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);

**NOTE:** This option will appear in a selected mode when the Print Offload Documents Screen displays.



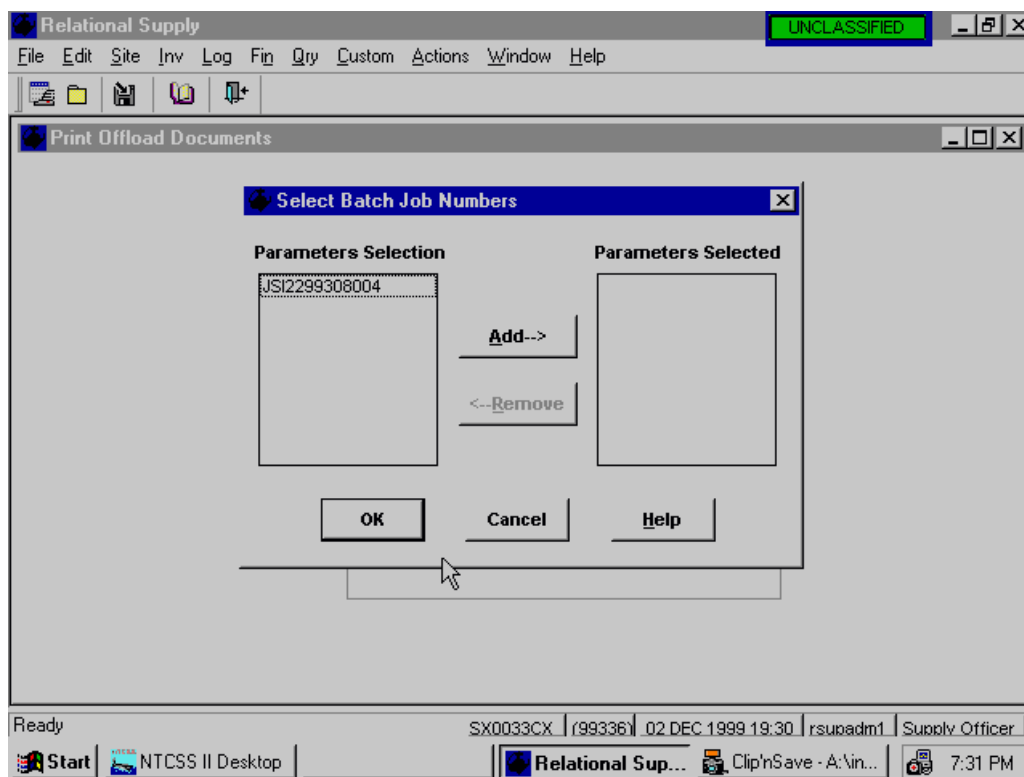
*invxx15.pcx*

[a] **Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.



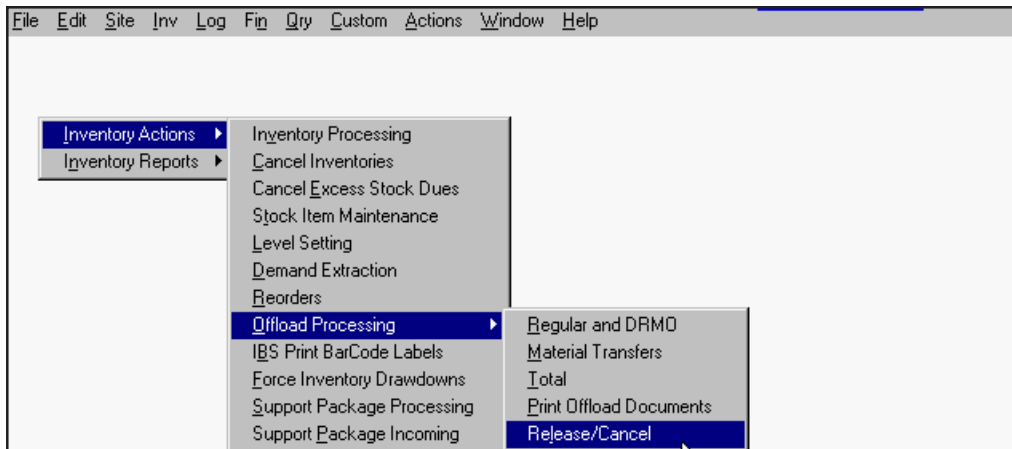
inv017.pcx

- [b] **Date/Serial Number Range.** This option allows you to access the Selection by Date/Serial Number Range Screen. Select the appropriate data to specify the date and serial number range you desire for this process.



*inv018.pcx*

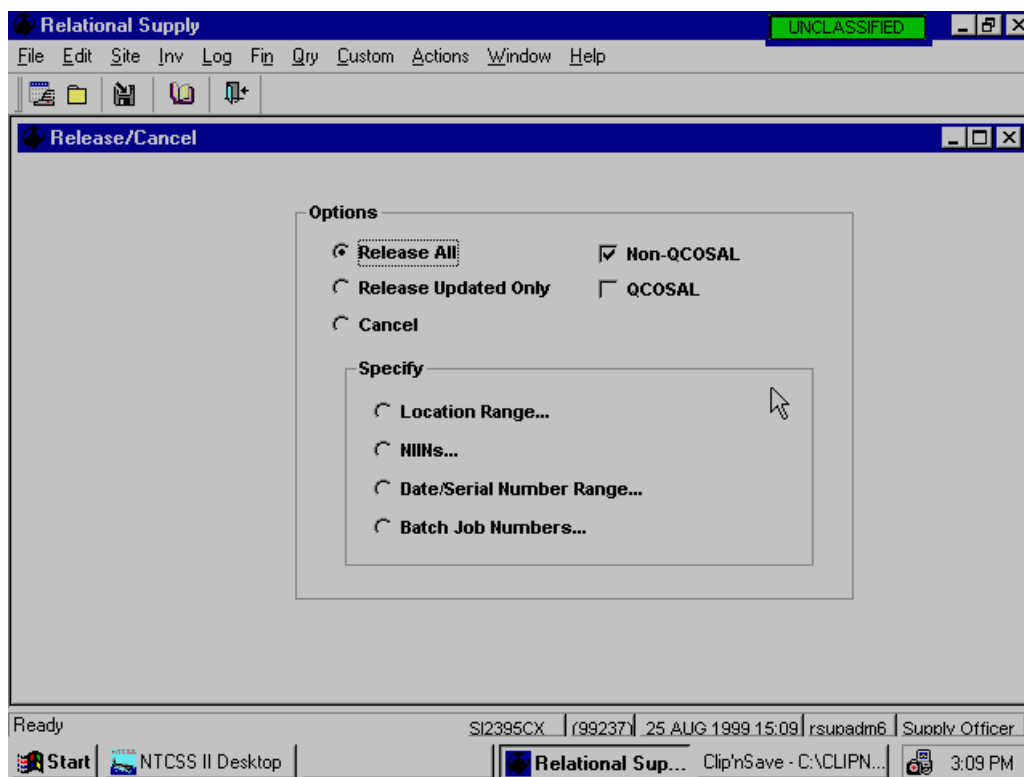
- [c] **Batch Job Numbers.** This option allows you to access the Select Batch Job Numbers Screen. Select the appropriate data to specify the batch job numbers that you want to use for this process.
- [6] **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- [7] **Step 7.** Select the Close Screen Option to exit from this process.



inv019.pcx

### (5) To Release or Cancel an Offload Process.

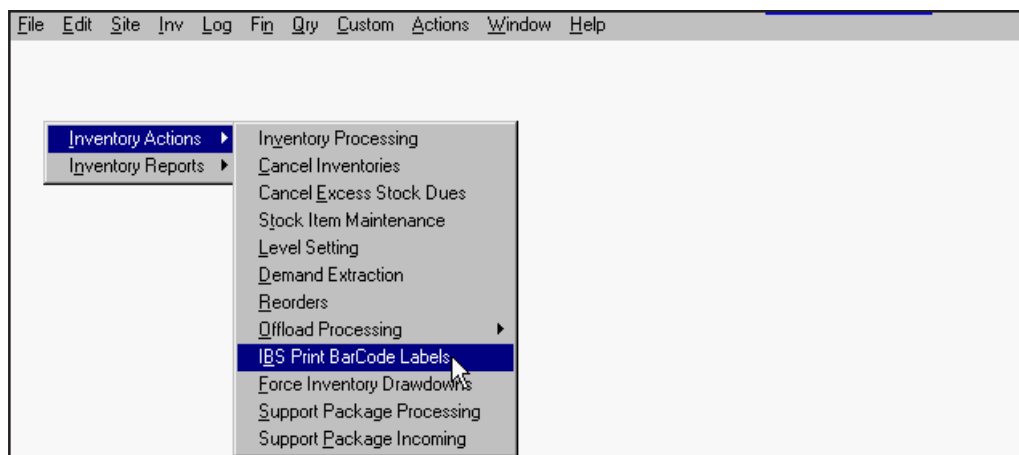
- (a) **General.** The Release/Cancel Option allows you to release only those records that the system has updated; release all records that qualify for offload; or delete all records from the Offload File upon cancellation of the offload. Offload processing results from a batch request to adjust on-hand quantities and post financial transactions or cancel records from the Offload File.
- (b) **Procedures.** The step-by-step procedures for this process are as follows:
  - [1] **Step 1.** On the Inventory Actions Submenu, select the Offload Processing Option.
  - [2] **Step 2.** On the Offload Processing Submenu, select the Release/Cancel Option.



invb047.pcx

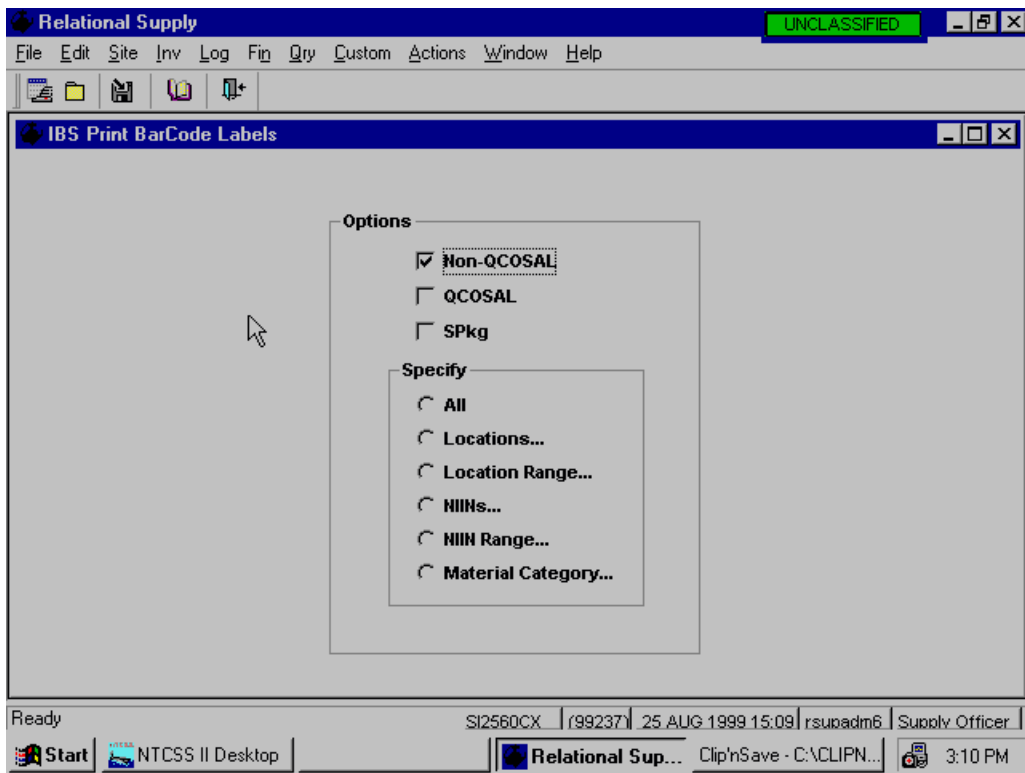
- [3] **Step 3.** Select one or more of the following options from the Options Group Box;
- [a] **Release All.** This option allows you to select for release all the records that meet the parameters you specified.
  - [b] **Release Updated Only.** This option allows you to select for release only those records that the system already updated.
  - [c] **Cancel.** This option allows you to select for cancellation all records that meet the parameters you specified.
  - [d] **NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.
  - [e] **Q-COSAL.** This option allows you to include only Q-COSAL material in this process.
- [4] **Step 4.** Select one or both of the following options from the Specify Group Box (within the larger Options Group Box);

- [a] **Location Range.** This option allows you to access the Selection by Location Range Screen. On that screen, enter values to the From Location and To Location data blocks to specify the range that you wish for this process.
  - [b] **NIINs.** This option allows you to access the Selection by NIIN Screen. Select the Navy item identification numbers that you want to include in this process.
  - [c] **Date/Serial Number Range.** This option allows you to access the Selection by Date/Serial Number Range Screen. Select the appropriate data to specify the date and serial number range you desire for this process.
  - [d] **Batch Job Numbers.** This option allows you to access the Select Batch Job Numbers Screen. Select the appropriate data to specify the batch job numbers that you want to use for this process.
- [5] **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- [6] **Step 6.** Select the Close Screen Option to exit from this process.

*invm020.pcx*

**k. To Print IBS Barcode Labels.**

- (1) **General.** This option allows you to select to print barcode labels. The system will generate a listing of barcode labels for Q-COSAL, nonQ-COSAL, or support-package materials according to your specifications for location range, NIIN range, or materials category. You can further refine the materials category to limit processing to repairables, nonrepairables, hazardous materials, demand-based items (DBI), and management codes. You must be at a designated IBS workstation to take advantage of this capability.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Actions Submenu, select the IBS Print Barcode Documents Option.



invb048.pcx

- (b) **Step 2.** Select one or both of the following options from the Options Group Box;
- [1] **NonQ-COSAL.** This option allows you to include all material other than Q-COSAL in this process.
  - [2] **Q-COSAL.** This option allows you to include only Q-COSAL material in this process.
- (c) **Step 3.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);
- [1] **All.** This option allows you to select to include all offload items in the report.
  - [2] **Locations.** This option allows you to access the Selection by Location Screen. Select the specific locations that you want to include in this process.
  - [3] **Material Category.** This option allows you to access the Inventory Scheduling by Material Category Screen. Enter values to the From Location and Location To data blocks to specify the location range that you want for this process.



[4] **NIINs.** This option allows you to access the Selection by NIIN Screen. Enter the specific Navy item identification numbers you want for this process and then the applicable COSAL for each entry.

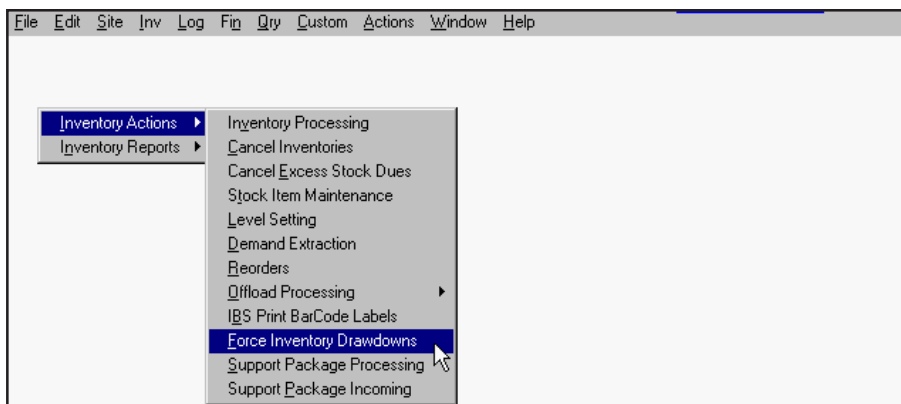
(d) **Step 4.** Select one or more of the following options from the Sort By Group Box (within the larger Options Group Box);

[1] **NIIN.** This option allows you to select to sort records by NIIN.

[2] **Location.** This option allows you to select to sort records by location

(e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

(f) **Step 6.** Select the Close Screen Option to exit from this process.



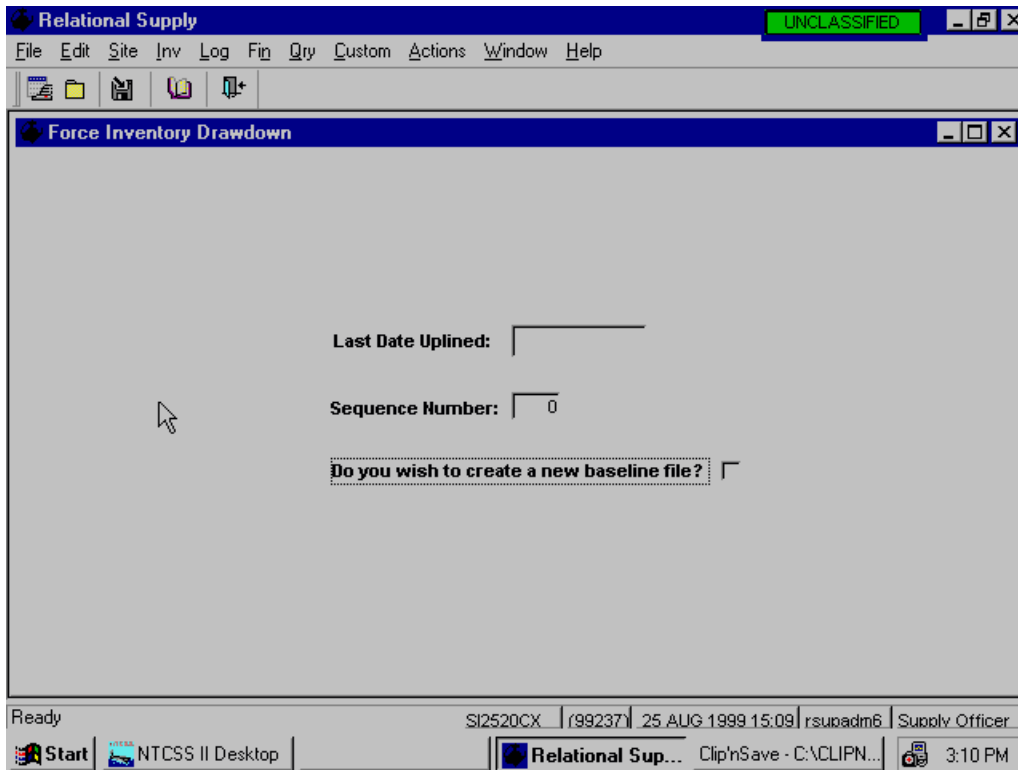
*invm021.pcx*

## I. To Draw Down a Force Inventory.

(1) **General.** The Force Inventory Drawdowns Option allows you to select a complete a FITS download instead of downloading only items that changed since the last FITS download. You can modify the FITS variables for this process before selecting this option by using the Activity Control Information Screen after selecting the following options in turn: Site, Activity Control, Own Activity, Activity Control Info, Controls. After installation of FITS at each automated SNAP I and II site, personnel will submit an initial FITS report to the FITS central database. The report will include a complete extract of key stock-record information and related requisition, status, and substitute data. From that time forward, site personnel will submit periodic FITS report updates to the central FITS administrator (TYCOM, Force Commander, or higher authority).

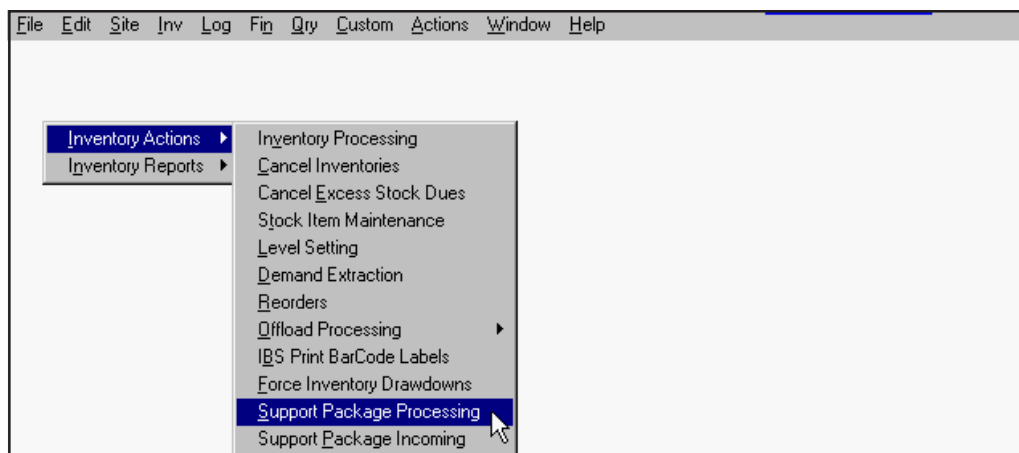
- (2) **Procedures.** The step-by-step procedures for this process are as follows:

- (a) **Step 1.** On the Inventory Actions Submenu, select the Force Inventory Drawdowns Option.



*invb049.bmp*

- (b) **Step 2.** On the Force Inventory Drawdown Screen, the data values that are currently on file will appear. Select the Last Date Uplined Option and revise data as necessary.
- (c) **Step 3.** Select the Sequence Number Option and revise data as necessary.
- (d) **Step 4.** Select the Do You Wish to Create a New Baseline File Option if necessary.
- (e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (f) **Step 6.** Select the Close Screen Option to exit from this process.

*inv022.pcx*

### m. To Process a Support Package.

- (1) **General.** The Support Package Processing Option allows you to specify the parameters that the system will use to delete a specific support package, delete the support package's locations, place support packages in process, or print a specific support package for release.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Actions Submenu, select the Support Package Processing Option.

Parent	Serial	Status
21247	L	Onboard

Ready      SI2535CX    /011301    10 MAY 2001 09:23    rsupaa    Supply User

*RSupInv28.pcx*

**(b) Step 2.** On the Support Package Processing Screen, select the arrow that appears to the right of the Function Data Block and then one of the following options from the list that appears:

- [1] Cancel Support Package in Process;
- [2] Delete Package, Locations, or Quantities;
- [3] Local Return;
- [4] Place Support Package in Process;
- [5] Print Documents;
- [6] Stage Support Package for Release.

**(c) Step 3.** Select one of the following options from the Selection Group Box:

- [1] Regular,
- [2] Local.

**(d) Step 4.** Select one of the following options from the Specify Group Box:

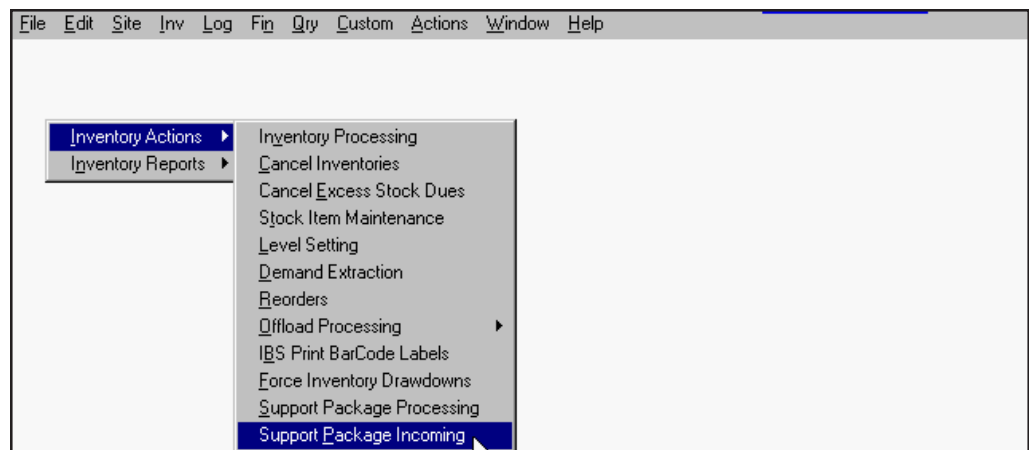
- [1] Locations,
- [2] Package,

[3] Quantities.

(e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

(f) **Step 6.** Select the Close Screen Option to exit from this process.

(3) **Exceptions.** RSupply only allows gains, losses, and reversals for support package material. It does not provide you with the capability to create surveys. If you require a survey, first remove the appropriate quantity from the support-package location, place it in a storeroom location, and then prepare a survey. When processing inventory adjustments, enter the gain or loss quantity. Do not enter the inventory quantity for the material (as in *inventory posting*). Additionally, the system will not allow gains that exceed the support-package allowance quantity for a specific support package. The system will display a message explaining that the process will place the record under inventory if it processes a gain when this condition exists.



inv023.pcx

#### n. To Review Incoming Support Package Data.

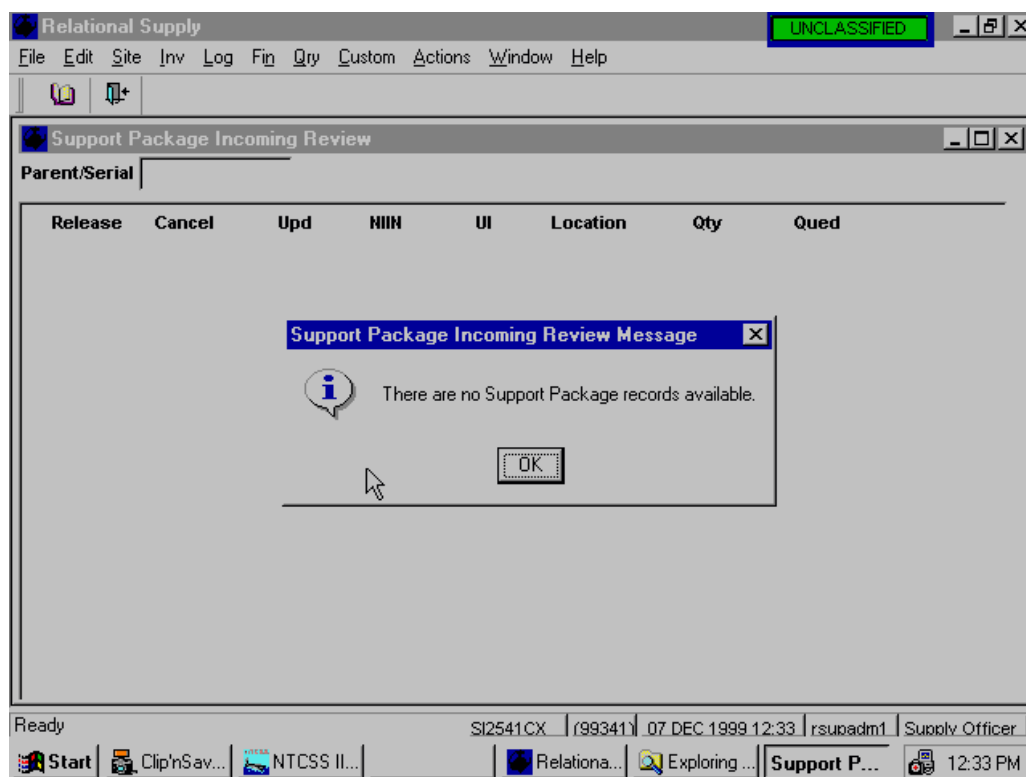
(1) **General.** The Support Package Incoming Option provides you with the following capabilities:

- (a) Delete a specific support package or its locations and quantities,
- (b) Cancel a support package in process or place one in process,
- (c) Accomplish a local return of a support package,
- (d) Print a specific support package or stage a support package for release.

- (2) **Procedures.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Actions Submenu, select the Support Package Incoming Option.
  - (b) **Step 2.** Select one of the following options from the Search By Group Box:
    - [1] **Support Package Items.** This option allows you to search for a specific item within a support package.
    - [2] **Receipts.** This option allows you to search for a specific receipt for a support package.
    - [3] **Review.** This option allows you to review all transactions meeting the criteria of your selection.
    - [4] **Batch Job Number (Recovery Only).** This option allows you to enter the number for a previously canceled batch job and then reschedule transactions for release.

**NOTE:** If there are no records of support packages available, the message above will appear on the screen.

- (c) **Step 3.** On the Support Package Incoming Review Screen, enter the appropriate parent serial for the material you wish to review. A list of applicable transactions will appear on the screen.



*invxx20.pcx*

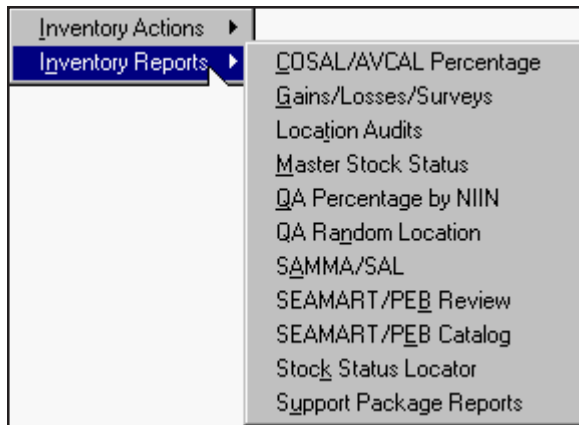
- (d) **Step 4.** Review the data on the screen and select to release or cancel each record singly or select the Release All Option or the Cancel All Option from the Icon Menu Bar to process all records.
- (e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (f) **Step 6.** Select the Close Screen Option to exit from this process.

### 3. Inventory Reports Option.

- a. **General.** This option allows you to set up parameters for batch reports. These reports are for use in evaluating the inventory levels of your activity. You will be able to identify problem areas and required corrective actions by comparing the following data:

- (1) On-hand and stock-due quantities,
- (2) Allowances,
- (3) Requisitioning objectives and reorder points.

In other words, you can identify and correct adverse stock status conditions by determining the availability of repair parts for shipboard equipment.



*invnm024.pcx*

**b. To Access the Inventory Reports Option.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Inventory (Inv) Option.
- (2) **Step 2.** On the Inventory Submenu, select the Management Option.
- (3) **Step 3.** On the Management Submenu, select the Inventory Reports Option.
- (4) **Step 4.** On the Inventory Reports Submenu, select one of the following options:
  - (a) COSAL/AVCAL Percentage;
  - (b) Gains, Losses, or Surveys;
  - (c) Location Audits;
  - (d) Master Stock Status;
  - (e) QA Percentage by NIIN;
  - (f) QA Random Location;
  - (g) SAMMA/SAL;
  - (h) SEAMART and PEB Review;
  - (i) SEAMART and PEB Catalog;
  - (j) Stock Status Locator;
  - (l) Support Package Reports.



**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**COSAL/AVCAL Percentage**

☒ Non-QCOSAL ☐ QCOSAL

Type  
☒ COSAL ☐ AVCAL

Specify  
☒ Percent ☐ Analysis ☐ Detail Report

Selection  
☒ Requisitioning Objectives (RO) ☐ Reorder Points (RP)  
☐ Include Substitutes

APL:   
 RIC:

Ready SI2425CX r01130 10 MAY 2001 09:25 rsupaa Supply User

RSupInv30.pcx

**NOTE:** These reports help identify inventory problem areas and needed corrective actions as follows:

- By showing the current relationship between on-hand quantities, requisitioning objectives, reorder points, and stock due quantities;
- By determining the on-board availability of repair parts for shipboard equipment.

### c. To Generate COSAL or AVCAL, Analysis or Percentage Reports.

- (1) **General.** The COSAL/AVCAL Percentage Option allows you to set up parameters for batch reports. You can use these reports to evaluate the inventory levels of an activity. The reports highlight stock-item posture conditions by determining the on-board availability of material for installed aviation or shipboard equipment. The system identifies COSAL material by AT code 1 or 3 and AVCAL material by AT code 2 or 3, but may require further identification or corrective action. You can request percentage reports that compare on-hand quantities and stock-due quantities to the values for reorder point (RP) and requisition objective (RO). Analysis reports are available for specific APLs or RICs. Detail reports also are available to identify AT code 1 and 3 records without APLs and AT code 2 and 3 records without RICs.
- (2) **COSAL or AVCAL Percent Report.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the COSAL/AVCAL Percentage Option.
  - (b) **Step 2.** On the the COSAL/AVCAL Percentage Screen, select one of the following options:
    - [1] **NonQ-COSAL.** This option allows you to select to include material other than Q-COSAL items in this process. *This is the system default setting.*

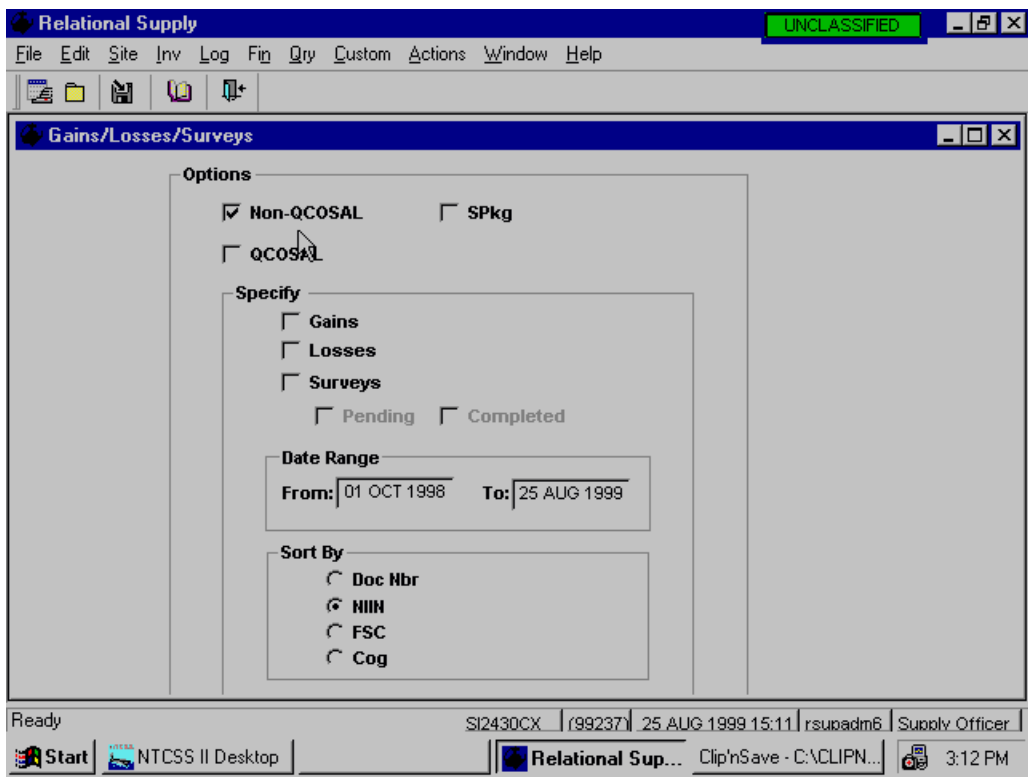
- [2] **Q-COSAL.** This option allows you to select to include Q-COSAL material in this process. *This option only appears enabled if you have the proper access authority.*
- (c) **Step 3.** Select one of the following options from the Type Group Box based on whether you want a COSAL or an AVCAL report:
  - [1] **COSAL.** This option allows you to select to include COSAL material in this process.
  - [2] **AVCAL.** This option allows you to select to include AVCAL material in this process.
- (d) **Step 4.** Select the Percent Option from the Specify Group Box. This option allows you to determine the percentage of deficiency for each item.
- (e) **Step 5.** Select one of the following options from the Selection Group Box:
  - [1] **Requisitioning Objectives (RO).** This option allows you to select to use requisitioning objectives to determine the percentage of deficiencies.
  - [2] **Reorder Points (RP).** This option allows you to select to use reorder points to determine the percentage of deficiencies.
  - [3] **Include Substitutes.** This option allows you to select to include substitutes for the selected items in this process.
- (f) **Step 6.** Select the Apply Option from the Icon Menu Bar to continue this process.
- (g) **Step 7.** Once the Batch Request Confirmation Screen appears, select the OK Option to finalize this process.
- (h) **Step 8.** Select the Close Screen Option to exit from the process.
- (3) **COSAL Analysis Report.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the COSAL/AVCAL Percentage Option.
  - (b) **Step 2.** On the the COSAL/AVCAL Percentage Screen, select one of the following options:

- [1] **NonQ-COSAL.** This option allows you to select to include material other than Q-COSAL items in this process. *This is the system default setting.*
  - [2] **Q-COSAL.** This option allows you to select to include Q-COSAL material in this process. *This option only appears enabled if you have the proper access authority.*
- (c) **Step 3.** Select the COSAL Option from the Type Group Box. This option allows you to select to include COSAL material in this process.
- (d) **Step 4.** Select the Analysis Option from the Specify Group Box. This option allows you to capture stock information (RO, RP, on-hand and stock-due quantities, and allowance) for each APL.
- (e) **Step 5.** Enter the appropriate APL to the APL Data Block within the Selection Group Box.
- (f) **Step 6.** Select the Apply Option from the Icon Menu Bar to continue this process.
- (g) **Step 7.** Once the Batch Request Confirmation Screen appears, select the OK Option to finalize this process.
- (h) **Step 8.** Select the Close Screen Option to exit from the process.
- (4) **AVCAL Analysis Report.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Reports Submenu, select the COSAL/AVCAL Percentage Option.
  - (b) **Step 2.** On the the COSAL/AVCAL Percentage Screen, select one of the following options:
    - [1] **NonQ-COSAL.** This option allows you to select to include material other than Q-COSAL items in this process. *This is the system default setting.*
    - [2] **Q-COSAL.** This option allows you to select to include Q-COSAL material in this process. *This option only appears enabled if you have the proper access authority.*
  - (c) **Step 3.** Select the AVCAL Option from the Type Group Box. This option allows you to select to include AVCAL material in this process.

- (d) **Step 4.** Select the Analysis Option from the Specify Group Box. This option allows you to capture stock information (RO, RP, on-hand and stock-due quantities, and allowance) for each APL.
  - (e) **Step 5.** Enter the appropriate RIC to the RIC Data Block within the Selection Group Box.
  - (f) **Step 6.** Select the Apply Option from the Icon Menu Bar to continue this process.
  - (g) **Step 7.** Once the Batch Request Confirmation Screen appears, select the OK Option to finalize this process.
  - (h) **Step 8.** Select the Close Screen Option to exit from the process.
- (5) **COSAL or AVCAL Detail Report.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Reports Submenu, select the COSAL/AVCAL Percentage option.
  - (b) **Step 2.** On the the COSAL/AVCAL Percentage Screen, select one of the following options:
    - [1] **NonQ-COSAL.** This option allows you to select to include material other than Q-COSAL items in this process. *This is the system default setting.*
    - [2] **Q-COSAL.** This option allows you to select to include Q-COSAL material in this process. *This option only appears enabled if you have the proper access authority.*
  - (c) **Step 3.** Select one of the following options from the Type Group Box based on whether you want a COSAL or an AVCAL report:
    - [1] **COSAL.** This option allows you to select to include COSAL material in this process.
    - [2] **AVCAL.** This option allows you to select to include AVCAL material in this process.
  - (d) **Step 4.** Select the Detail Report Option from the Specify Group Box. This report provides you with detailed information for each record that the system selects for review per your request.
  - (e) **Step 5.** Select the Apply Option from the Icon Menu Bar to continue this process.

- (f) **Step 6.** Once the Batch Request Confirmation Screen appears, select the OK Option to finalize this process.
- (g) **Step 7.** Select the Close Screen Option to exit from the process.
- (6) **Business Rules.** The only business rule for this area is to use excess on-hand quantities of substitutes, if requested, to fill deficiencies of allowance records.
- (7) **Computations.** The computation of formulas for this area are as follows:

<b>On-hand</b>	% of records for the APL or RIC that have a quantity greater than zero compared to the total number of records for the APL or RIC.
<b>On-hand Equal to or Greater Than RP</b>	% of records for the APL or RIC that have an on-hand quantity greater than or equal to the RP compared to the total number of records for the APL or RIC.
<b>On-hand Equal to or Greater Than RO</b>	% of records for the APL or RIC that have an on-hand quantity greater than or equal to the RO compared to the total number of record for the APL or RIC
<b>On-hand Plus Stock-due Equal to or Greater Than RP.</b>	% of records for the APL or RIC that have an on-hand quantity plus stock-due quantity that is equal to or greater than the RP compared to the total number of records for the APL or RIC.
<b>On-hand Plus Stock-due Equal to or Greater Than RO.</b>	% of records for the APL or RIC that have an on-hand quantity plus stock-due quantity that is equal to or greater than the RO compared to the total number of records for the APL or RIC.
<b>EMV On-hand</b>	On-hand quantity of each NIIN within APL or RIC multiplied by the unit price.
<b>On-hand Plus Stock-dues EMV.</b>	On-hand quantity plus stock-due quantity of each NIIN within APL or RIC multiplied by the unit price.
<b>RO EMV</b>	RO of each NIIN within APL or RIC multiplied by the unit price.
<b>RP EMV</b>	RP of each NIIN within APL or RIC multiplied by the unit price.
<b>Deficiency to RO</b>	RO for each NIIN within APL or RIC minus the on-hand quantity and then multiplied by the unit price.



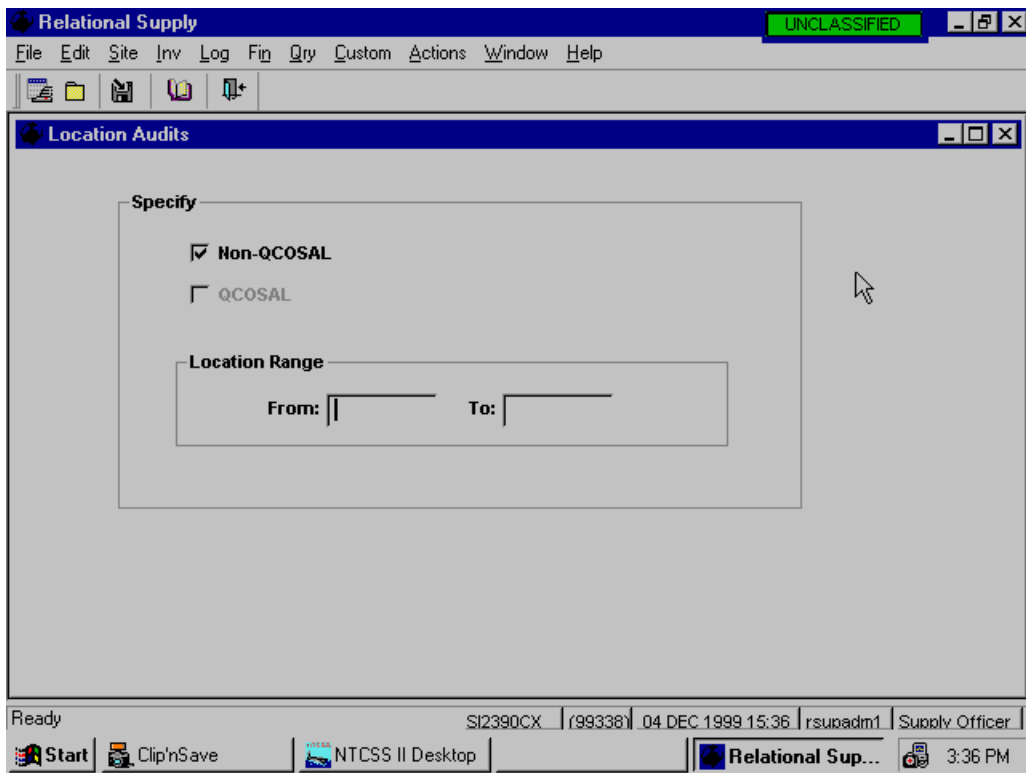
invb054.pcx

d. **To Generate a Gains, Losses, or Surveys Report.** This option allows you to select batch parameters for generating a listing of gain, loss and survey transactions. The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Inventory Reports Submenu, select the Gains/Losses/Surveys Option.
- (2) **Step 2.** On the Gains/Losses/Surveys Screen, select one of the following options from the Options Group Box:
  - (a) **NonQ-COSAL.** This option allows you to select only this type of material for this process.
  - (b) **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.
  - (c) **Support Package.** This option allows you to select only support-package material for this process.
- (3) **Step 3.** Select one of the following options from the Specify Group Box (within the larger Options Group Box):
  - (a) **Gains.** This option allows you to select transactions that resulted in increases of on-hand quantities.
  - (b) **Losses.** This option allows you to select transactions that resulted in decreases of on-hand quantities.

**NOTE:** This option appears in a selected mode when you access this screen.

- (c) **Surveys.** This option allows you to select transactions that resulted in decreases of on-hand quantities that required surveys. If you select this option, you will need to select one of the following suboptions:
  - [1] Pending,
  - [2] Completed.
- (4) **Step 4.** The dates that appear in the Date Range Data Block are default values. To change these values, select the From Data Block or the To Data Block. A calendar appears for you to select the particular dates you require. The system automatically places the date you choose to the appropriate data blocks.
- (5) **Step 5.** Select one of the following options from the Sort By Group Box (within the larger Specify Group Box):
  - (a) **Document Number.** This option allows you to select to sort transactions by document number.
  - (b) **NIIN.** This option allows you to select to sort transactions by national item identification number.
  - (c) **FSC.** This option allows you to select to sort transaction by federal supply code number.
  - (d) **Cog.** This option allows you to select to sort transaction by cognizance symbol.
- (6) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (7) **Step 7.** Select the Close Screen Option to exit from this process.



*inv026.pcx*

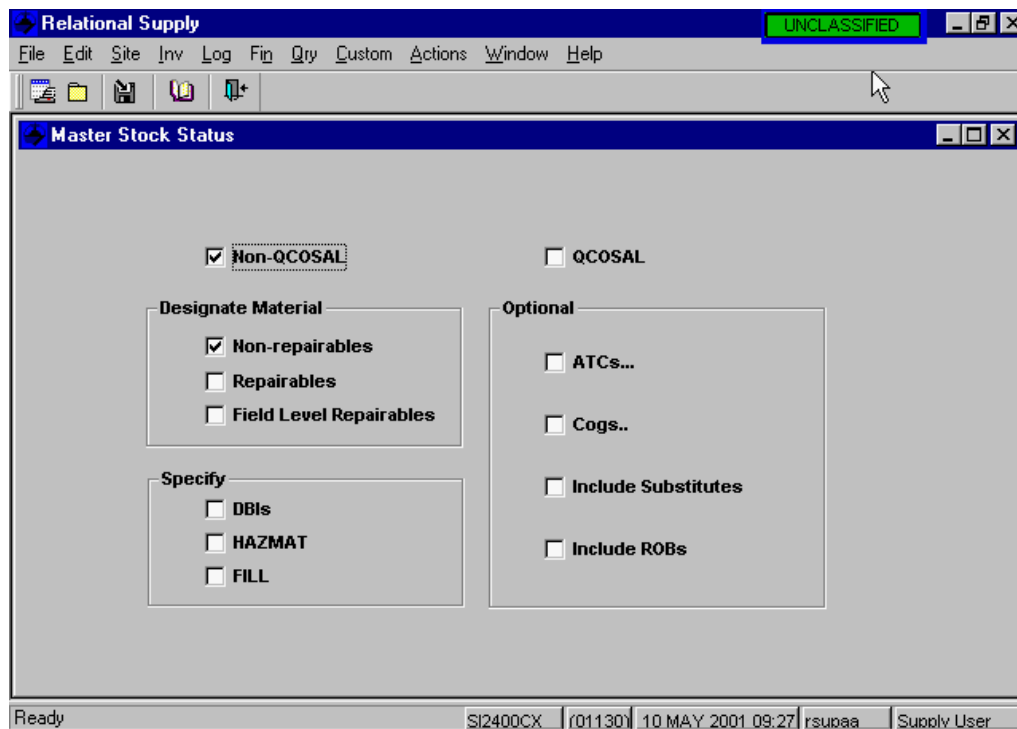
**e. To Generate a Location-audit Report.**

- (1) **General.** The Location Audit Option allows you to specify a range of locations for storeroom audit. The system will select nonQ-COSAL or Q-COSAL stock items for any location range that you specify. The ILO Inventory Option will appear enabled if your ship is in the yard for scheduled repairs and you will be able to select IBS materials.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the Location Audits Option.
  - (b) **Step 2.** On the Location Audits Screen, select one of the following options from the Specify Group Box:
    - [1] **NonQ-COSAL.** This option allows you to select only this type of material for this process.
    - [2] **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.
  - (c) **Step 3.** Select the From Data Block and then the To Data Block and enter the locations that you wish to use as parameters for your location range.



(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

(e) **Step 5.** Select the Close Screen Option to exit from this process.



RSupInv32.pcx

#### f. To Generate a Master Stock Status Report.

- (1) **General.** The Master Stock Status Report is a statistical report containing stock-item on-hand information by AT code within Cog. The report includes only items with an AT code of 1, 2, 3, 4, or 5. Managers use this report to identify areas that may be causing low-supply effectiveness or excess-inventory conditions (or both). The report shows both the number and percentage of items that have zero on-hand balances, those with an on-hand quantity greater than zero, and those with a quantity greater than or equal to the **requisitioning objective** (RO). You should request this report after executing levels-processing, monthly change-notice, and automatic-reorder batch jobs.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the Master Stock Status Option.

- (b) **Step 2.** On the Location Audits Screen, select one of the following options from the Specify Group Box:
- [1] **NonQ-COSAL.** This option allows you to select only this type of material for this process.
  - [2] **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.
- (c) **Step 3.** Then, select one of the following options from the Designate Material Group Box:
- [1] Nonrepairables,
  - [2] Repairables,
  - [3] Field Level Repairables.
- (d) **Step 4.** Select one or more of the following options from the Specify Group Box:
- [1] DBIs,
  - [2] HazMat,
  - [3] FILL.
- (e) **Step 5.** Select one or more of the following options from the Optional Group Box:
- [1] **ATCs.** This option allows you to include particular allowance type codes in selection parameters
  - [2] **Cogs.** This option allows you to include particular cognizance symbols in selection parameters.
  - [3] **Include Substitutes.** This option allows you to include substitute material in selection parameters.
  - [4] **Include ROBs.** This option allows you to select to include quantities of material received on board during program computations.
- (f) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (g) **Step 7.** Select the Close Screen Option to exit from this process.

**EXAMPLES:** These include line items that have an ATC of 2, but no AVCAL allowance quantity; NSN items that have no nomenclature; and line items that have an ATC of 4, but no DBI indicator.

### (3) Generate and Review MSSR.

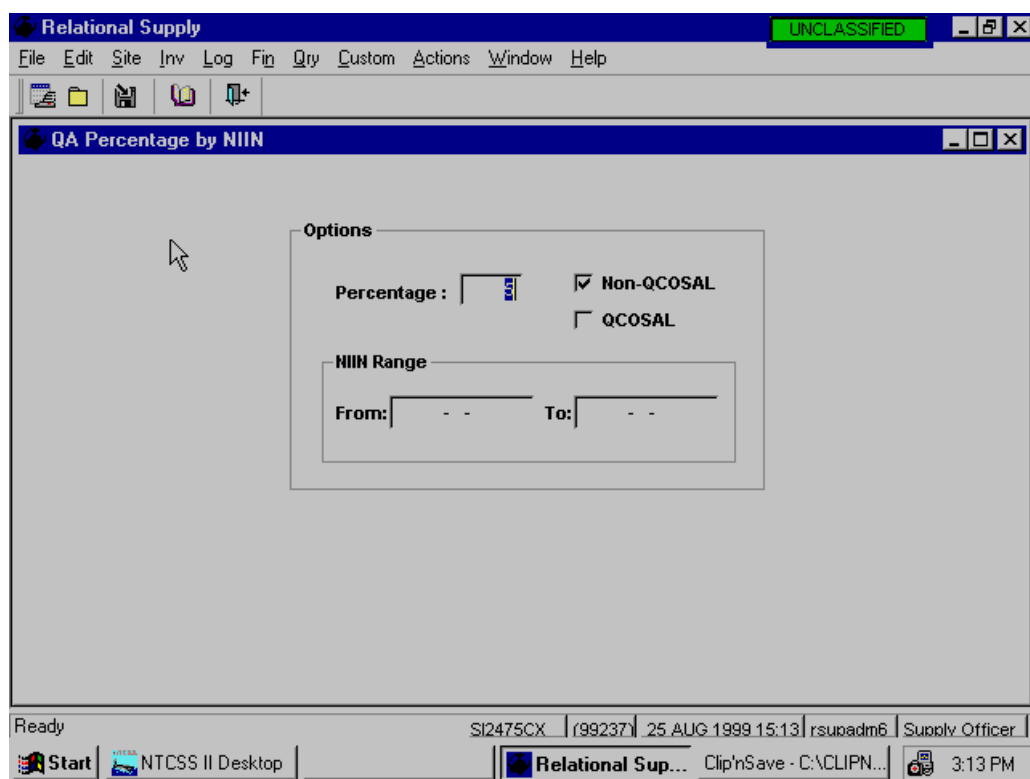
- (a) Regulations require that you print a full MSSR every month for use in making issues and stowing material during system down time.
- (b) Afloat personnel can generate a selective MSSR to review when working on special projects. They use the MSSR to process topical queries to the database when seeking to identify and correct line items with invalid or conflicting elements. They also use the paper copy to track actions taken and for mobility reasons.
- (c) BMF and QCF analysis utilities (TYCOM Alt. Utilities Program) replicate the functionality of the MSSR as a clean-up tool. Both identify line items that have an illogical or invalid condition so that the you can manually change the content of data elements and correct the records.

### (4) Business Rules. The following are the business for this area:

- (a) Include *excess on-hand* quantities of substitutes, if you selected them, in the computations for deficient records with an AT code of 1 through 5.
- (b) Q-COSAL processing will be available only to authorized users.
- (c) Include *receipt-on-board* (ROB) quantities, if you selected them, in the computations for records with an AT code of 1 through 5.

- (5) **Computations.** The following are the formula computations that apply to this area:

Record Count	Number of records for the Cog/ATC combination
Zero On-hand Quantity	Number of records for the Cog and AT code combination that have a zero on-hand quantity.
Zero On-hand Quantity Percent	% of records for the Cog and AT code combination that have an on-hand quantity of zero compared to the total number of records for the same Cog and AT code combination.
On-hand Quantity Greater Than Zero	Number of records for the Cog and AT code combination that have an on-hand quantity greater than zero.
On-hand Quantity Greater Than Zero Percent	% of records for the Cog and AT code combination that have an on-hand quantity greater than zero compared to the total number of records for the same Cog and AT code combination.
On-hand quantity equal to or greater than RO	Number of records for the Cog and AT code combination that have an on-hand quantity that is equal to or greater than the RO.
On-hand quantity equal to or greater than RO percent	% of records for the Cog and AT code combination that have an on-hand quantity greater than or equal to the RO compared to the total number of records for the Cog and AT code combination.
Cumulative Totals this report	A total for each item with an AT code of 1 through 5 for the computations above.
Report Total	A total of all AT codes for the computations above.



*invb057.pcx*

**g. To Generate a QA Percentage by NIIN Report.**

- (1) **General.** This option allows you to check the validity of your on-hand quantities without processing a complete inventory. The system selects items from the range of NIINs that you entered. Personnel then conduct a quality-assurance inventory of these items. If the actual count quantity for each of these items is equal to the report quantity, you may assume that an inventory is not necessary. If the quantities are not equal, you should conduct a complete inventory of that specific location range.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the QA Percentage by NIIN Option.
  - (b) **Step 2.** On the QA Percentage by NIIN Screen, enter the percentage that you wish to use for this process to the Percentage Data Block.
  - (c) **Step 3.** Select one of the following options from the Options Group Box:
    - [1] **NonQ-COSAL.** This option allows you to select to include only this type of material for this process.

[2] **Q-COSAL.** This option allows you to select to include only Q-COSAL material for this process.

- (d) **Step 4.** Enter the NIIN values that you wish to use for this process to the From Data Block and the To Data Block in the NIIN Range Group Box.
- (e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.
- (f) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

invb058.pcx

#### h. To Generate a QA Random Location Report.

- (1) **General.** This option allows you to check the validity of your on-hand quantities without processing a complete inventory. The system selects items from the location range you entered. Personnel then conduct a quality-assurance inventory of these items. If the actual count quantity for each of these items is equal to the report quantity, you may assume that an inventory is not necessary. If the quantities are not equal, you should conduct a complete inventory of that specific location range.

**NOTE:** If you select both options, all current stock-item transactions will appear.

- (2) **Procedures.** The step-by-step procedures for this process are as follows:
- (a) **Step 1.** On the Inventory Reports Submenu, select the QA Random Location Option.
  - (b) **Step 2.** On the QA Random Location Screen, select the From Data Block and then the To Data Block and enter the locations that you wish to use as parameters for your location range.
  - (c) **Step 3.** Select one of the following options from the Options Group Box:
    - [1] **NonQ-COSAL.** This option allows you to select only this type of material for this process.
    - [2] **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.
  - (d) **Step 4.** Select one or both of the following locations from the Designate Material Group Box within the larger Options Group Box:
    - [1] **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.
    - [2] **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.
  - (e) **Step 5.** Select one or more the following options from the Specify Group Box (within the larger Options Group Box);
    - [1] **DBIs.** This option allows you to select all demand-based items for this process.
    - [2] **HazMat.** This option allows you to select all hazardous material for this process.
    - [3] **FILL.** This option allows you to select all FILL material for this process.
  - (f) **Step 6.** Select one or more of the following options from the Optional Group Box (within the larger Options Group Box);
    - [1] **CIICs.** This option allows you to access the Select Controlled Item Inv. Codes Screen. On that screen, select the specific controlled item inventory codes that you wish to include in this process.

- [2] **LMCs.** This option allows you to access the Select Location Management Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [3] **SLACs.** This option allows you to access the Shelf Life Action Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [4] **SLCs.** This option allows you to access the Select Shelf Life Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [5] **SMCCs.** This option allows you to access the Select Special Material Content Codes Screen. On that screen, select the specific codes that you wish to include in this process.
  - [6] **SMCCs (HazMat).** This option allows you to access the Select Special Material Content Codes (HazMat) Screen. On that screen, select the specific codes that you wish to include in this process. This option is only available if you selected the HazMat Option above.
- (g) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (h) **Step 8.** Select the Close Screen Option to exit from this process.

**NOTE:** When you finish selecting data on any of these secondary screens, select the OK Option to return the system to the QA Random Locations Screen.



RSupInv33.pcx

#### i. To Generate a SAMMA/SAL Report.

- (1) **General.** This SAMMA/SAL Program is a tool for managers at both the shipboard and TYCOM levels. The report provides a summary dollar value of a ship's assets (inventory) as the system computes it from stock-item tables. Additionally, you can request a detail report that identifies records that are in an RAB, RAO, or Def-to-RO condition. The report includes NSA and APA material has the following uses:
  - (a) For external reporting requirements to TYCOM and higher authority;
  - (b) For internal shipboard-management purposes to analyze the current status of the entire inventory or only a part of it;
  - (c) Generate *before-and-after snapshots* to assist in evaluating the impact and effectiveness of certain programs on stockage objectives, on-hand quantities, stock-due quantities, and redistributable assets.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the SAMMA/SAL Option.

**NOTE:** When you use it internally, you can tailor the report and target specific Cogs, AT codes, or other desired criteria.

(b) **Step 2.** On the SAMMA/SAL Screen, enter the values that you wish to use in the following data blocks:

- [1] **OST.** Enter the value that you wish to use as the order and shipping time.
- [2] **ERMV.** Enter the value that you wish to use as the economic retention money value.
- [3] **Parameters.** Select this option if you wish to enable the Options Group Box.

(c) **Step 3.** Select one or more of the following options from the Options Group Box:

- [1] **NSA.** This option allows you to select only Navy-stock-account material for this process.
- [2] **APA.** This option allows you to select only appropriation-purchases-account material for this process.
- [3] **NonQ-COSAL.** This option allows you to select only this type of material for this process.
- [4] **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.

(d) **Step 4.** Select one or both of the following options from the Designate Material Group Box (within the larger Options Group Box):

- [1] **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.
- [2] **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.
- [3] **Field Level Repairables.**

(e) **Step 5.** Select one or more of the following options from the Specify Group Box (within the larger Options Group Box):

- [1] **ATCs.** Select this option to view the Select Allow.Type Parameters Selection Screen. Then, select the codes that you wish to use in this process.
- [2] **Cogs.** Select this option to view the Select Cognizance Symbols Parameters Selection Screen. Then, select the Cogs that you wish to use in this process.

- [3] **Budget Projects.** Select this option to view the Select Budget Project Codes Parameters Screen. Then, select the codes that you wish to use in this process.
  - [4] **Include Substitutes.** Select this option to have the system consider the on-hand quantity of applicable substitutes when computing the total on-hand quantity for each NIIN.
  - [5] **Include ROBs.**
- (f) **Step 6.** Select one or more of the following options from the Detail Report Group box (within the larger Options Group Box):
- [1] RAO,
  - [2] RAB,
  - [3] Def-to-RO.
- (g) **Step 7.** Enter the appropriate values to the From Data Block and To Data Block within the EMV Range Group Box.
- (h) **Step 8.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (i) **Step 9.** Select the Close Screen Option to exit from this process.

- (4) **Business Rules.** The following are the business rules for this area:
- (a) If you select to include ROBs, the system will include *receipt-on-board* quantities as part of the computations. This is a charge from *legacy* processing.
  - (b) If you select to include substitutes, the system will use excess on-hand and stock-due quantities of a substitute NIIN to fill the deficiency of a prime NIIN up to its *allowance* or *requisitioning objective* (RO).
  - (c) The substitute quantity that you use to fill that deficiency will appear under the allowance type code of the prime NIIN throughout the report.
  - (d) Any substitute NIIN quantities that you do not need to fill a prime NIIN deficiency will appear under its own AT code throughout the report.
- (5) **Output.** The following are output products from this process:
- (a) **SAMMA/SAL Report.** This report segregates categories into five sections including a glossary page, which contains formulas, definitions of budget projects, parameters used, and identification of items excluded from processing. It also provides an exception list containing records excluded from the report because of the presence of erroneous or questionable quantitative information. Examples of exceptions are blank, zero, or negative unit price; negative OH, AMD, RO, AVCAL, load list or COSAL fields; and invalid or blank AT codes. The reports are as follows:
    - [1] **Part 1 - Total Detail Report.** This section contains dollar values by AT code within the following predetermined categories:
      - [a] On-hand, SAL, COSAL, and AVCAL;
      - [b] POS (DBI) and on order (stock due);
      - [c] DTO due, RO, RAO, and DBIR;
      - [d] ER, AR, RAB, load list, and def to RO;
      - [e] Totals for APA, 9\_ Cog, other NSA Cogs, and total NSA Cog materials.

- [2] **Part 2 - APA Detail Report.** This section contains dollar values by AT codes within predetermined categories of APA material with Cogs beginning with 2, 4, 6, and 8 Cogs only. No values will appear on the report 0\_ Cog at this time.
  - [3] **Part 3 - NSA Detail Report.** This section contains dollar values by AT code within predetermined categories by budget project for NSA material only.
  - [4] **Part 4 - APA/NSA Percentage of SAL Detail Report.** This section contains dollar values of items in RAB and RAO condition and their percentages of SAL. For APA material, the values will be for AT codes within predetermined categories for material with Cogs beginning with 2, 4, 6, and 8 and are in an RAB or RAO condition. No values will appear on the report for 0\_ Cog at this time. For NSA material, material in an RAB or RAO condition will appear by AT code within predetermined budget project.
  - [5] **Part 5 - Inventory Management Data.** This section contains record counts; special-category, LMC, and ARRC summaries; and an APA and NSA Summary Report with values rounded to the nearest thousand dollars. It also provides information that allows managers to identify erroneous or suspect conditions and to evaluate inventory trends.
  - [6] **Part 5 - Inventory Management Data. Record Summary (Coq 9X excluded).** This section contains a summary of NSA and APA records by AT code in predetermined categories or by stores account category (NSA or APA).
- (b) **SAMMA/SAL Summary Report - APA.** This section contains a summary report of APA material beginning with a Cog of 2, 4, 6, or 8 only. No values will appear on the report for material with a 0\_ Cog at this time. This report provides TYCOM and Fleet officials with a summary dollar value of an activity's APA assets.
- (c) **SAMMA/SAL Summary Report - NSA.** This section contains a summary report, NSA records only, by budget project, Cog, and ICP site. This report provides TYCOM and Fleet officials with a summary of dollar values for a ship's NSA assets based on AT code.

- (d) **Def-to-RO Detail Report.** This section contains a detailed report of records that the system identified as in a *deficiency-to-the-requisitioning-objective* (Def-to-RO) condition.
- (e) **RAB Detail Report.** This section contains a detailed report of records that the system identified as in a *redistributable-assets-on-board* (RAB) condition.
- (f) **RAO Detail Report.** This section contains a detailed report of records that the system identified as in a *redistributable-assets-on-order* (RAO) condition.
- (g) **Budget Projects.** The following list details the Cogs that apply to each budget project:
- [1] **BP 14.** The following are the Cogs that apply to this BP: 1H and 3H.
  - [2] **BP 15.** The following is the only Cog that applies to this BP: 11.
  - [3] **BP 21.** The following is the only Cog that applies to this BP: 1Q.
  - [4] **BP 28.** The following are the Cogs that apply to this BP: 3C, 3G, 3N, 3Z, 9A, 9C, 9D, 9E, 9F, 9G, 9H, 9I, 9J, 9K, 9L, 9M, 9N, 9O, 9P, 9Q, 9S, 9T, 9V, 9W, 9Y, 9Z, 5L, 5M, 5N, and 5P.
  - [5] **BP 34.** The following are the Cogs that apply to this BP: 1R and 5R.
  - [6] **BP 38.** The following is the only Cog that applies to this BP: 9X.
  - [7] **BP 81.** The following are the Cogs that apply to this BP: 7E, 7G, 7H, 7N, 7Z, and 7R.

invb061.pcx

**j. To Generate a Seamart/PEB Review Report.**

- (1) **General.** This option allows you to enter new or modify current parameters before submitting a batch job. The system will use this criteria to determine whether an item qualifies for addition to, retention in, or deletion from the Seamart/PEB Catalog.
- (2) **Seamart/PEB Review Report.** This report is a tool that inventory managers use to review items that are candidates for addition or deletion from Seamart or PEB classification. A Seamart is a self-service storeroom that personnel in the Supply Department operate. It contains low-cost, frequently used consumable items. A PEB is a self-service storage area that contains low-cost, high-usage, maintenance-related items that supply personnel expended from stock to departmental work centers. Personnel in the applicable department are responsible for operating the PEB. After reviewing the report, you can add or remove items from Seamart or PEB designation by selecting the following options in turn: Inventory, Stock Item, Maintain Stock Items, Management Data, and then Seamart or PEB.
- (3) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the SAMMA/SAL Option.

- (b) **Step 2.** On the Seamart/PEB Review Screen, select one or more of the following options from the Options Group Box:
  - [1] **Seamart.** This option allows you to generate a Seamart Review Prospective Additions/Deletions Report.
  - [2] **PEB Review.** This option allows you to generate a PEB Review Prospective Additions/Deletions Report.
- (c) **Step 3.** Enter the value you wish to use as the Maximum Unit Price Data Block in the Specify Group Box (within the larger Options Group Box).
- (d) **Step 4.** Enter the values you wish to use in the Qualification Data Block and the Retention Data Block of the Average Monthly Frequency Group Box.
- (e) **Step 5.** Enter the values that you wish to use in the From Data Block and the To Data Block of the Date Range Group Box.
- (f) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (g) **Step 7.** Select the Close Screen Option to exit from this process.
- (4) **Business Rules.** The following are the business rules that apply to this area:
  - (a) An item must meet the following criteria to qualify for Seamart or PEB:
    - [1] **PEB.**
      - [a] Cog must be NSA;
      - [b] ERC must be C or blank;
      - [c] First position of FSC must be greater than 0 and less than 7;
      - [d] MCC must be other than D, E, G, H, Q, or X;
      - [e] Must not be a local number;
      - [f] AT code must be 1 2, 3, 4 or 5;
      - [g] Unit price must be less than maximum unit price;



[h] Average monthly frequency (AMF) must be equal to or greater than the AMF qualification value.

**[2] SEAMART.**

[a] Cog must be NSA;

[b] MCC must be other than D, E, G, H, Q, or X;

[c] AT code must be 1, 2, 3, 4, or 5;

[d] Unit price must be less than maximum unit price;

[e] Average monthly frequency (AMF) must be equal to or greater than AMF qualification value;

[f] ERC must be C or blank.

(b) Current PEB or SEAMART items will become candidates for deletion if they meet any of the following conditions:

**[1] PEB**

[a] Cog is not NSA;

[b] ERC is other than C or blank;

[c] First position of the FSC does not begin with a number between 1 and 6;

[d] MCC is D, E, G, H, Q, or X;

[e] AT code is other than 1, 2, 3, 4, or 5;

[f] Unit price is greater than maximum unit price;

[g] Average monthly frequency (AMF) is less than AMF qualification value.

**[2] Seamart.**

[a] Cog is not NSA;

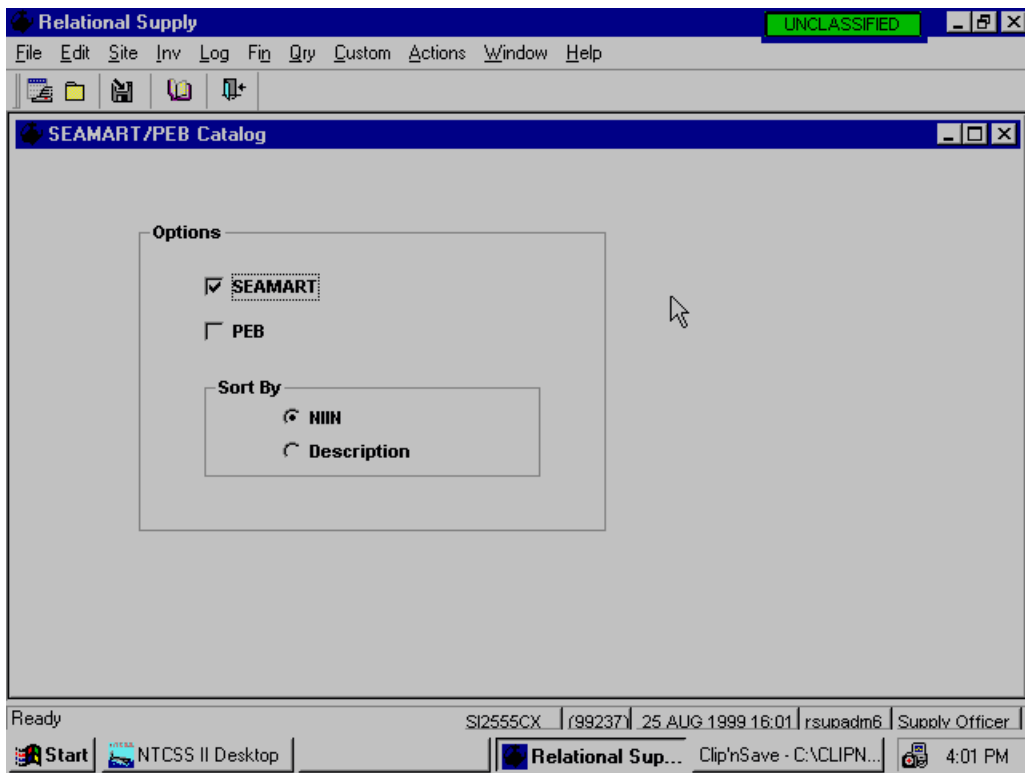
[b] ERC is other than C or blank;

[c] AT Code is other than 1, 2, 3, 4, or 5;

[d] Unit price is greater than maximum unit price;

[e] Average monthly frequency (AMF) is less than AMF qualification value;

[f] MCC is D, E, G, H, Q, or X.

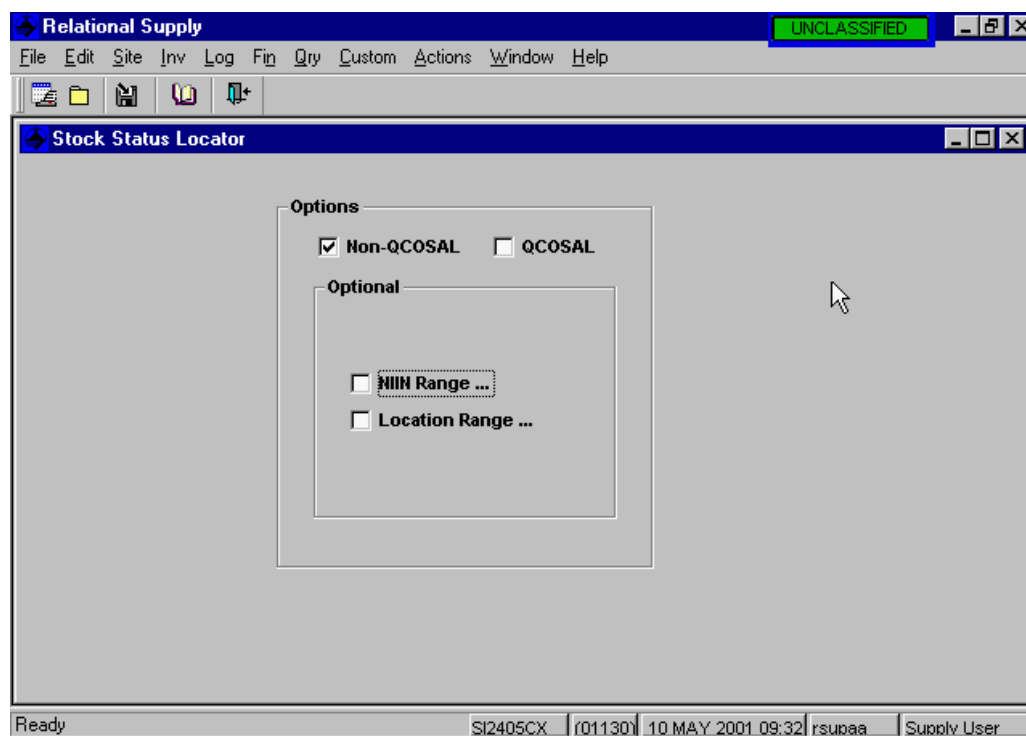


invb062.pcx

k. **To Generate a Seamart/PEB Catalog Report.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Inventory Reports Submenu, select the Seamart/PEB Catalog Option.
- (2) **Step 2.** Select one or more of the following options from the Options Group Box:
  - (a) **Seamart.** This option allows you to select to include only Seamart items in this process.
  - (b) **PEB Review.** This option allows you to select to include only PEB material in this process.
- (3) **Step 3.** Select one of the following options from the Sort By Group Box:
  - (a) **NIIN.** This option allows you to select to generate this report in a NIIN sequence.
  - (b) **Description.** This option allows you to select to generate this report in description sequence.
- (4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

- (5) **Step 5.** Select the Close Screen Option to exit from this process.

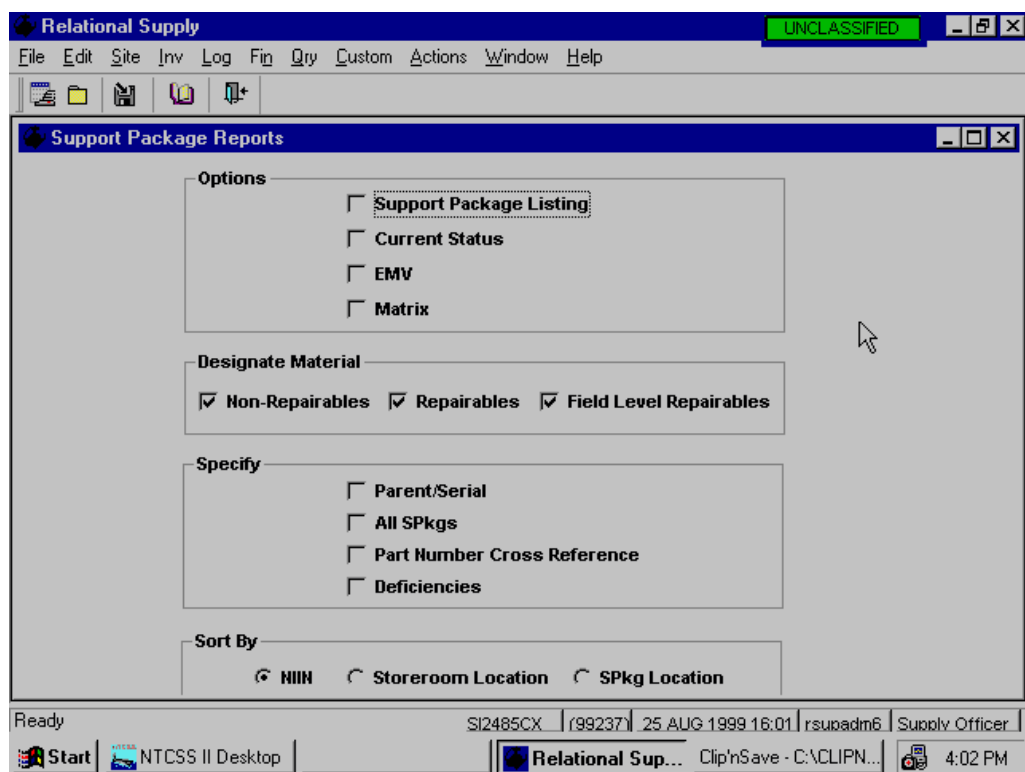


*RSupInv34.pcx*

## 1. To Generate a Stock Status Locator Listing.

- (1) **General.** The Stock Status Locator Option allows you to generate a listing in NIIN sequence. Storeroom personnel use this report to identify locations for NIINs when issuing and receiving material. You can tailor the report by specifying either a NIIN range or a location range and by requesting either Q-COSAL or nonQ-COSAL records.
- (2) **Procedures.** The step-by-step procedures for this process are as follows:
  - (a) **Step 1.** On the Inventory Reports Submenu, select the Stock Status Locator Option.
  - (b) **Step 2.** On the Stock Status Locator Screen, select one or more or the following options from the Options Group Box:
    - [1] **NonQ-COSAL.** This option allows you to select only this type of material for this process.
    - [2] **Q-COSAL.** This option allows you to select only Q-COSAL material for this process.

- (c) **Step 3.** Select one or both of the following options from the Optional Group Box (within the larger Options Group Box):
- [1] **NIIN Range.** Select this option to access the Selection by NIIN Range Screen. Once there, enter the appropriate values to From Data Block and the To Data Block within the NIIN Range Group Box. Then select the OK Option to return to the Stock Status Locator Screen.
  - [2] **Location Range.** Select this option to access the Selection by Location Range Screen. Once there, enter the appropriate values to the From Data Block and the To Data Block within the Location Range Group Box. Then, select the OK Option to return to the Stock Status Locator Screen.
- (d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.
- (e) **Step 5.** Select the Close Screen Option to exit from this process.



invb065.pcx

**m. To Generate a Support Package Report.** The step-by-step procedures for this process are as follows:

- (1) **Step 1.** On the Inventory Reports Submenu, select the Support Package Reports Option.
- (2) **Step 2.** On the Support Package Reports Screen, select one of the following options from the Options Group Box:
  - (a) Support Package Listing,
  - (b) Current Status,
  - (c) EMV,
  - (d) Matrix.
- (3) **Step 3.** Select one of the following options from the Designate Material Group Box:
  - (a) **Nonrepairables.** This option allows you to select all material that is not designated as repairable for this process.
  - (b) **Repairables.** This option allows you to select all material with an MCC of D, E, G, H, Q or X for this process.
  - (c) **Field Level Repairables.**

(4) **Step 4.** Select one of the following options from the Specify Group Box:

- (a) **Parent/Serial.** This option allows you to access the Select Marine Aviation Logistics Support Package Screen and make additional parameter selections. The system will include only *parent* or *serial* numbers that you selected in the report.
- (b) **All Support Packages.** This option allows you to select to include all support packages in the report.
- (c) **Part-number Cross-reference.** This option allows you to generate the Part Number Cross Reference Report as part of this process.
- (d) **Deficiencies.** This option allows you to select to include the Spkg Def Column on the Support Package Current Status Listing. This identifies support-package items that are deficient to or in excess of the support-package allowance quantity. The system will include all deficiencies in the report.

(5) **Step 5.** Select one of the following options from the Sort By Group Box:

- (a) NIIN,
- (b) Storeroom Location,
- (c) Support Package Location.

(6) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the job request for batch-processing. Request approval under site-processing.

(7) **Step 7.** Select the Close Screen Option to exit from this process.

4. **Functional Changes.** The following paragraphs detail the functional changes in these areas that are related to the implementation of RSupply:

a. **Gains and Losses.**

- (1) **Individual Transactions.** For the transaction ledger, for batch processing, and for documentation; gains by inventory (GBI) and losses by inventory (LBI) are no longer the same DI X13 transactions as gains in shipment (GIS) and losses in shipment (LIS). RSupply identifies each inventory adjustment afloat with its own unique individual DI.

## (2) Causes of Conditions.

(a) **GBI and LBI.** Both gains and losses by inventory can result from any of the following processes:

- [1] Spot and scheduled inventories;
- [2] Offload processes, including DRMO, regular, total, and material transfers;
- [3] Inventory adjustments;
- [4] IBS inventory program batch processes.

(b) **GIS and LIS.** Both gains and losses in shipment can result from any of the following processes:

- [1] IBS receiving,
- [2] Inventory adjustments.

You can reverse these conditions in the Receipt Reversal Function or through an inventory adjustment.

## (3) Mandatory Locations.

(a) **GBI or GIS.** The system now provides the capability to add storeroom and support-package locations when you post a gain. When processing, enter a location or select one from the list of available storeroom or support-package locations.

(b) **LBI.** If you're processing an LBI transaction, select a location from the list of available storeroom or support-package locations (and their associated location quantities).

(4) **Document Numbers.** The system will assign a permanent document number to each GBNI and LBI transaction. If you process the transaction interactively, this number will consist of the system Julian date when posted and the next available serial number from the Activity Serials Table. If the transaction is the result of offload processing, the system will assign an offload document number.

(5) **GBI and LBI Reversals.** The procedures for these transactions are as follows:

- (a) RSupply will use the GBI and LBI document number to determine whether or not an inventory adjustment requires reversal.
- (b) Do not reverse a gain or loss that someone previously reversed.
- (c) Do not process partial reversals.

- (d) You only can process GBI and LBI reversals interactively by selecting the Reversal Option in the Inventory Adjustments Function. The reversal of an offload transaction that originated a GBI or LBI condition will not reverse the condition. Neither the IBS inventory batch input nor the r-suooly scheduled inventory process has a reversal capability.
- (6) **GIS and LIS Reversals.** The procedures for these transactions are as follows:
  - (a) RSupply will use the receipt document number that generated the GIS or LIS to determine whether or not the GIS or LIS inventory adjustment requires reversal.
  - (b) Do not reverse a GIS or LIS that someone previously reversed.
  - (c) Do not process partial GIS or LIS reversals.
  - (d) You can process GIS and LIS reversals interactively or by receipt reversal.

In the Inventory Adjustment Function, you will select the GIS or LIS Option followed by the Reversal Option. The Search By Group Box provides you with the All and Receipt Document Number options. This process will reverse only the inventory adjustment transaction by removing the inventory adjustment indicator from the receipt record in the Active Requisition Table. In the Receipt Reversal Function, the system automatically reverses the inventory adjustment transaction upon the reversal of the GIS or LIS condition. This applies unless you already reversed the transaction in the Inventory Adjustment Function. If that is the case, the system will reverse only the receipt, because it will no longer have an associated GIS or LIS quantity and indicator. The system will not allow you to reverse the receipt record and leave a reversible GIS or LIS condition on file.

- (7) **UPC and UP.** The system deletes unit price code and the unit price from batch process gain and loss transactions.
- (8) **Q-COSAL Indicator.** RSupply also deletes this indicator from interactive and batch inventory adjustment transactions.
- (9) **DLR Items.** RSupply eliminated the programming that prevented you from posting a loss against an item that has an MCC of E, G, H, Q, or X.
- (10) **Immediate Replenishment.** The following are the effects of RSupply on immediate-replenishment options:

**EXAMPLE:** You post a GBI transaction with a quantity of 20 that should have been 2. In legacy processing, you process a reversal for 18, but in RSupply you will process a reversal for 20 and a gain for 2.



- (a) Alters the Log-requisitioning Receipts Function for Stock Control, when the system reports an LIS transaction on an item with an MCC of E, G, H, O, or X. It calculates the def-to-RO status using the RSupply formula and one-per-document replenishment requisitions.
- (b) Alters the Inventory Processing Function, when the system reports an LBI transaction on an item with an MCC of E, G, H, Q, or X. It calculates the def-to-RO status using the RSupply formula and one-per-document replenishment requisitions.
- (c) Does not process immediate replenishment after posting gain reversals.

**(11) Report Output.** The following are the different outputs for this process:

- (a) A gain-by-inventory transaction or a GBI reversal generates a DI D8A transaction. This automatically posts to the To MFCS File on the NTCSS server pending SALTS or EDI transmission.
- (b) A loss-by-inventory transaction or an LBI reversal generates a DI D9A transaction. This automatically posts to the To MFCS File on the NTCSS server pending SALTS or EDI transmission.
- (c) A gain-in-shipment transaction or a GIS reversal generate a DI D8Z transaction. This automatically posts to the To MFCS File on the NTCSS server pending SALTS or EDI transmission.
- (d) A loss-in-shipment transaction or an LIS reversal generates a DI D9Z transaction. This automatically posts to the To MFCS File on the NTCSS server pending SALTS or EDI transmission.
- (e) A recapitulation of TIR output required for each type of inventory adjustment is as follows:
  - [1] GBI – D8A,
  - [2] GBIR – D8A },
  - [3] LBI – D9A,
  - [4] LBIR – D9A },
  - [5] GIS – D8Z,
  - [6] GISR – D8Z },
  - [7] LIS – D9Z,
  - [8] LISR – D9Z }.
- (f) A DI GBI transaction records to the transaction ledger as a gain and a GBIR transaction records as a gain reversal. This is in addition to any by-product entry.

- (g) An LBI transaction records to the transaction ledger as a loss and an LBIR transaction records as a loss reversal. This is in addition to any transaction processing simultaneously.
  - (h) A GIS transaction records to the transaction ledger as a shipment gain and a GBIR transaction records as a shipment gain reversal. This is in addition to the receipt's transaction-ledger entry.
  - (i) An LIS transaction records to the transaction ledger as an LIS loss and an LISR records as an LIS loss reversal. This is in addition to the receipt's transaction-ledger entry.
  - (j) GIS, GISR, LIS, and LISR transactions will mark the associated requisition's record in the Active Requisition File as a gain or loss in shipment.
- (12) Inventory Adjustment Screen.** The following are alterations to this screen:
- (a) Adds the following options to the selection box: Gain in Shipment and Lost in Shipment.
  - (b) Changes the Search By Option to Search By Requisition Number Option.
  - (c) Allows posting or reversal of all four types of transactions.
  - (d) To ensure positive input of all reversal, GIS, and LIS transactions, you must initiate a search process using either the All or Document Number Option. The Document Number Option allows you to search for the following:
    - [1] A particular GBI or LBI document number,
    - [2] A shared material-transfer document number,
    - [3] A GIS or LIS document number that is identical to the document number on the receipt record.
  - (e) Restricts posting and supply explanations for denials as follows:
    - [1] All reversals must have a pre-existing, unreversed adjustment.
    - [2] A GIS cannot reverse a GBI, and vice versa. An LIS cannot reverse an LBI and vice versa.
    - [3] You cannot post a GIS or an LIS transaction interactively to an outstanding or nonexistent document number.

- (f) You now have the option of entering a previously unrecorded location when you post a GBI transaction. You may not report a loss to a location without a recorded location or no recorded location.
- (g) You may report a gGBI transaction for a stock item that has no stock-item record. You must provide sufficient logistics information to establish the record.

**(13) Inventory Processing.** The following are alterations to this process:

- (a) Displays storeroom locations and location quantities.
- (b) Displays support-package locations and support-package location quantities.
- (c) Allows you to add a new location concurrent with gains in either storeroom-location category or support-package category, if a line item has a support-package allowance.
- (d) Disables the Support-package Location Category, if the line item has no support-package allowance.
- (e) Assigns a document number to each GBI and LBI created, then using the next document number available from the Activity Serials Function.

**(14) Inventory Adjustments.** The following are effects of these transactions to the balances of records:

- (a) GBI and storeroom-location entries increase storeroom-location and total on-hand quantities.
- (b) Reversal of GBI and storeroom-location entries decrease storeroom-location and total on-hand quantities.
- (c) GBI and support-package location entries increase support-package, support-package-location, and total on-hand quantities.
- (d) Reversal of GBI and support-package location entries decrease the support-package, support-package-location, and total on-hand quantities.
- (e) LBI and storeroom-location entries decrease storeroom-location and total on-hand quantities.
- (f) Reversal of LBI and storeroom-location entries increase the storeroom-location and total on-hand quantities.
- (g) LBI and support-package location entries decrease the support-package, support-package-location, and total on-hand quantities.

- (h) Reversal of LBI and support-package location entries increase the support-package, support-package-location, and total on-hand quantities.
- (i) GIS and storeroom-location entries increase the storeroom-location and total on-hand quantities.
- (j) Reversal of GIS and storeroom-location entries decrease the storeroom-location and total on-hand quantities.
- (k) GIS and support-package location entries increase the support-package, support-package-location, and total on-hand quantities.
- (l) Reversal of GIS and support-package location entries decrease the support-package, support-package-location, and total on-hand quantities.
- (m) LIS and storeroom-location entries decrease the storeroom-location and total on-hand quantities.
- (n) Reversal of LIS and storeroom-location entries increase the storeroom-location and total on-hand quantities.
- (o) LIS and support-package location entries decrease the support-package, support-package-location, and total on-hand quantities.
- (p) Reversal LIS and support-package location entries increase the support-package, support-package-location, and total on-hand quantities.

**(15) Other Functions.**

- (a) The Activity Serials Function replaces Survey Stock with Inventory Adjustment as the title that identifies the process of automatically assigning serial numbers to inventory adjustments. The system use the next available serial number and the current Julian date to create document numbers for each GBI and LBI transaction that results from the Inventory Processing, Inventory Adjustments, and IBS Inventory functions.
- (b) The Offload-updates Function assigns a transfer document number to each GBI and LBI that an off load quantity generates as well as to each item with a retained quantity greater than or less than the storeroom-location quantity.

- (c) The Stock Control Function assigns a document number to each GIS or LIS transaction that results from receipt processing. It also assigns a quantity and indicator to reflect the GIS or LIS quantity. This process enables you to interactively remove the quantity and indicator by reversing the GIS or LIS transaction without having to reverse the receipt. In addition, it enables you to report the stock receipt, its associated GIS or LIS transaction, and the storeroom or support-package location (if it has a support-package allowance indicator on the stock-item record).
- (d) The Receipt Reversals Function displays the associated GIS of LIS quantity and whether the gain or loss appears in the Active Requisition Table. You can reverse both the receipt record and the GIS or LIS transaction using this function. If you reverse the GIS or LIS transaction interactively, no quantity will appear when you access the Receipts Reversals Function.
- (e) The IBS inventory function accomplishes all the following:
  - [1] Alters document identifiers and indicators so that the DI GBI equals the gain by inventory and the DI LBI equals the loss by inventory.
  - [2] Removes validation in IBS that disallowed the loss of a 7\_COG item.
  - [3] Removes the unit price code and unit price from batch-process transaction input.
  - [4] Removes the Q-COSAL indicator from batch-process transaction input.
- (f) The IBS Receipts Function alters document identifiers and indicators so that the DI GIS equals the gain in shipment and the DI LIS equals the loss in shipment.

**b. Surveys of NWCF Material.**

- (1) **FLIPLR.** Each survey for this material requires an associated hard-copy Financial Liability Investigation of Property Loss Report (FLIPLR). RSupply will assign a document number to each survey. It will track the surveys for which you already processed a FLIPLR and those for which you have not. It also provides management review listings. RSupply also accomplishes the following actions:
- (2) **Financial Survey.** RSupply eliminates the option to post a financial survey that does not affect the on-hand balance.
- (3) **User-assigned Advice Code Prompt.** RSupply eliminates the prompt for a user-assigned advice code on surveys for items with an MCC of D, E, G, H, Q, or X.

- (4) **Manual Input of Unit of Issue.** RSupply eliminates the requirement to hand-key the unit of issue followed by a computer comparison to the item record for accuracy.
- (5) **DI Replaces FIR Code Indicator.**
- (a) RSupply assigns a DI of X43 to a transaction for a survey that results from a loss or theft; and it assigns a DI of X44 to a transaction for a survey that results from a major disaster.
  - (b) RSupply eliminates the category of fire in prompts for the type of survey in both loss-or-theft and major disaster types. Instead, it offers two types of surveys in addition to the two types of loss when you attempt to post a loss in the Inventory Adjustments Function. A FLIPLR is no longer necessary to report items lost in shipment. The replacement DI are as follows:
    - [1] X43 for material lost, damaged, or stolen. A FLIPLR is required.
    - [2] X44 for material lost because of a major disaster. A FLIPLR is required.
- (6) **Spot and Scheduled Inventories.** RSupply modifies spot- and scheduled-inventory processes to calculate the posting of a loss based on the sum of the quantities in storeroom locations. Then, it generates a DI X43 transaction for all losses requiring a FLIPLR (per NAVSUP P-485 instruction).
- (7) **Immediate Replenishment.** RSupply generates an immediate stock-replenishment requisition for the survey of an item that has an MCC of E, G, H, Q, or X, if the line item is in a *def-to-RO* status. (It does not do so for items with an MCC of D nor does it create a requisition if the line item is not in a *def-to-RO* condition.) The requisition will have an advice code of 5X and a fund code based on the Cog and NRQty. The project code will come from the Requisition Offload Values Entry in the Replenish 7R Inventory Loss Function.
- (8) **Survey Output.** RSupply writes the record to the To MFCS File on the NTCSS server all surveys output to MFCS.
- (a) It generates a DI D9G transaction and then writes it to the To MFCS File on the NTCSS server for a survey resulting from a loss or theft.
  - (b) It generates a DI D9H transaction and then writes it to the To MFCS File on the NTCSS server for a survey resulting from a major disaster.

This page has been left blank intentionally.